METROPOLITAN TORONTO EMERGENCY PLANNING GUIDE - 1981

Paul V. Godfrey, Chairman
Chief Operational Officer
Emergency Planning Advisory Committee
(Metro Toronto By-law # 154-80)

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Emergency Planning

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Metropolitan Toronto

Metropolitan ITAN Department

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September 22nd, 1981

TO THE METROPOLITAN EXECUTIVE COMMITTEE

Re: Metropolitan Toronto Plan for the Co-ordination of Response in the event of a Disaster

The Metropolitan Council at its meeting held on October 7th, 1980 enacted By-law No. 154-80, a By-law "to provide for the co-ordination of response in the event of a disaster affecting the Metropolitan Area." The By-law provides for the establishment of the Emergency Planning Advisory Committee. Subsection 6(1) of the By-law imposes upon that Committee responsibility for the formulation, development, implementation and co-ordination of plans for the taking of action and the co-ordination of persons and organizations to protect, where they are endangered by a disaster, the health, safety and welfare of the population or of any segment thereof and to limit widespread damage to or loss of property. Sub-paragraph 2(1)(b)(i) of the By-law requires the Committee to report to your Committee with respect to all such plans.

The Emergency Planning Advisory Committee at its meeting held on June 8th, 1981, had before it a report from me, dated April 15th, 1981, which contained a summary of a Provisional Plan for Inter-service Co-operation prepared by the Co-ordinator of Emergency Planning as a draft plan for submission to your Committee pursuant to the provisions of By-law No. 154-80. In that report I advised the Committee of my opinion that the Plan conforms to the provisions of the By-law.

The Emergency Planning Advisory Committee decided at that time:

(1) to approve the Provisional Plan for Inter-service Co-operation and to forward it to the Metropolitan Executive Committee for its consideration and recommendations to the Metropolitan Council with respect thereto;

(2) to recommend that upon the adoption by the Metropolitan Council of a Plan pursuant to By-law No. 154-80:

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To The Metropolitan Executive Committee September 22nd, 1981

(i) the Council advise all Metropolitan department, agencies and local boards of the adoption by the Council of the Plan for the purposes of section 6 of the said By-law, and request such departments, agencies and local boards as may be appropriate, to maintain and update the plans for which they are responsible, on a regular basis, and to report to the advisory Committee with respect thereto;

(ii) the Council forward a copy of the Plan so approved to each of the area municipalities and to the agencies referred to in section 7 of By-law No. 154-80, advising them of the adoption of the said Plan and requesting them to provide formal notice to the Advisory Committee of their having granted permission for the participation by the functionaries for whom they are responsible, in the implementation of such Plan;

(iii) the Council authorize the Advisory Committee and the Co-ordinator of Emergency Planning to up-date and amend the Plan from time to time as required, with respect to new information, names and phone numbers of officials, and other matters of a purely administrative nature, and to provide updated amendments and insertions giving effect thereto, to the Executive Committee and to the agencies to whom the Plan has been provided.

A copy of the proposed Plan is enclosed herewith.

A.P.G. ~~JOY~~
Metropolitan Solicitor

GHR/gt

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Chairman and Members
Metropolitan Toronto Emergency Planning
Advisory Committee

This publication is essentially a compendium of emergency operational documents related to all municipal and allied service agencies which have a direct role in crisis response throughout the Metropolitan Toronto area. Plans are outlined for immediate response to specific disaster situations and, subsequently, rehabilitation of services and installations which have been adversely affected by disaster of any magnitude.

The main thrust of emergency planning in Metropolitan Toronto has been towards the production and cataloguing of individual and agency response. This approach in emergency planning is preferable to the set-piece responses in certain types of disasters. Though an urban centre of this magnitude has the potential for a great diversity of crisis situation, our experience in this community would suggest that response can be readily modified to whatever crisis may arise.

The demands placed on individual departments, utilities, etc., to produce detailed plans for emergency have resulted in a tremendous number of man-hours, individually and collectively, being directed towards the programme.

The continued co-operation and visible support of these groups seems a self-evident judgment by those concerned of the necessity for this liaison to continue.

March 1, 1981

J.H. Pollard
Co-ordinator
Emergency Planning

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METROPOLITAN TORONTO EMERGENCY PLANNING GUIDE

Table of Contents

Title	Section
Some Views of Crisis Planning	**1**
Introduction	**2**
Statutes and By-laws	
Canadian Forces Response	
Metro Police Disaster Control Procedure	**3**
Metro Emergency Fire Service Plan	**4**
Metro Engineers Service Plan	**5**
Consumers' Gas Emergency Procedures	
Off-site Contingency Plan for Pickering Generating Station	
Public Health in Metro Toronto	**6**
Metro Dept. of Ambulance Services	**6**
St. John Ambulance	
Metro Social Services	**7**
Metro Toronto and Region Conservation Authority	**8**
Toronto Transit Commission	**9**
Public Information	**10**
Purchasing and Supply	**11**
Appendices	**12**
Emergency Aid – Damage Assessment	
Amendments	

SOME VIEWS OF CRISIS PLANNING

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OF
CRISIS PLANNING

SOME VIEWS OF CRISIS PLANNING
INDEX

Chapter		Page
I	Management Of Disaster Relief	1
	Statement Of Problem and Proposed Solution	
II	Decision Making in the Immediate Post Disaster Relief Period	3
	Medical Services	4
	Water	6
	Liquid Waste Disposal	9
	Shelter	10
	Food	12
	Transportation	14
	Conclusion	16
	Reference	16

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CHAPTER 1

MANAGEMENT OF DISASTER RELIEF: STATEMENT OF THE PROBLEM AND PROPOSED SOLUTION

WHAT IS THE PROBLEM?

Examples of the mismanagement of disaster relief abound. Probably the most typical situation is the inundation of the area with unneeded resources. While inundation of the area with supplies is to some extent a political phenomenon, another factor which contributes to this situation is the lack of accurate information in the early phases of a disaster on which to base an assessment of relief needs.

Arranging for the distribution of relief goods within the disaster area, once needs have been identified, often is not planned. Thus, although not anticipated, attempts to alleviate the results of a disaster frequently contribute to already existing problems. The public health of a stricken community depends on the smooth functioning of relief activities and on the rapid restoration of service systems in the community.

Evidence shows that mismanagement problems are commonly caused by a lack of knowledge and/or skill of the work functions required to manage disaster relief. Disaster plans, where available, often fail to outline the relief functions and tasks sufficiently so that even experienced personnel do not have a clear overview of what needs to be accomplished.

Since, in a given community, disasters strike infrequently, it is likely that people with some prior experience in disaster relief management will be scarce or unavailable. Also the nature of disasters that affect communities is likely to change so previous experience may not be specifically applicable. Lack of knowledge is an even more acute problem for inexperienced personnel.

Most municipal Standing Operating Procedures (SOP) for disaster relief management begin with the assumption that decisions about the type and quantity of resources required to minimize the disaster impact have been made. These SOPs generally list the responsibilities of various agencies and describe how to implement tasks. For example, medical agencies have responsibility for providing medical care and treatment for the ill and injured. This assumes that decisions about whether or not medical attention is actually needed and whether or not local facilities are adequate to handle the emergency have been made. There is evidence to support the fact that these decisions are often not made in a systematic way. In other words, disaster plans, where they exist, have been organized around decisions that have not been made explicit. Further, information on which to base decisions of this type is not easily available.

Unless plans detail tasks by functions rather than by agencies, fragmentation and duplication of effort may result because restoring certain systems following a disaster frequently involves several agencies. For example, rehabilitation of the water system and supplying water may involve municipal Works Services which are responsible for checking and repairing the system, the Health agencies which are required to test for contamination and local government which distributes water to areas where the supply has been cut off.

A more holistic approach to disaster relief management is to diagram work functions without consideration of agency boundaries. In order to manage disaster relief functionally, it is important for the agency heads to be together at a central location such as an Emergency Operations Centre. The single most important item needed to make decisions and set priorities in the post-disaster period is accurate, timely and detailed information. Collection of information following local disasters is accomplished primarily by field survey.

Information comes from the lowest working level on the scene and may go to various control centres depending on the magnitude of the disaster. In some disasters, there may be several levels of decision making. For example, damage may stay within Metro limits or extend into one or more surrounding regions.

If the damage is within the Metro limits, the various Metro agency heads in addition to the Metro Chairman and his advisors would form the main control centre or decision-making body. If the disaster affects the surrounding regions, regional and provincial agency personnel would be involved. Thus, there could be more than one decision-making centre.

Disaster relief managers include those persons at all levels of government who are

responsible for planning intervention and response measures and for making decisions, allocating resources and setting priorities in the immediate pre- and postdisaster period.

Information usually is transmitted to the control centre by either radio or telephone and data may or may not be recorded, processed and analyzed in a systematic way. Many departments and/or agencies utilize the same information. If information could be accumulated, analyzed and distributed early in the acute relief process, repetition could be avoided and more effective decisions could be made. While the field survey procedure of date gathering eventually leads to accurate and complete data, in a large disaster it may take several weeks to refine the estimates until they are accurate.

For example, the Metro Ambulance Services may gather information on number of persons dead, persons with injuries or illness, and persons hospitalized as a result of the disaster. If early accurate estimates of these data could be made, the provision of medical services could be managed more efficiently. Immediate information on extent of damage would enhance accurate estimation of the number of shelters and the amount of food required to service the population in the disaster area.

Information pertaining to the recovery of other functions such as water and sewerage is currently gathered by the time-consuming method of field survey. Transportation is another example where a timely overview of the damage would result in more efficient allocation of resources and setting of priorities.

It seems clear that a need exists for a method of gathering and analyzing data quickly following a local disaster. These data would enable disaster relief managers to make decisions based on accurate, timely and detailed information and thus their actions can be related more specifically to circumstances in the post-disaster environment.

Emergency communication networks are now operational within Metropolitan Toronto. The Bell Telephone 911 programme is now proceeding through the operational planning stage.

Photographs can be an immediate and accurate information source of both pre- and postdisaster conditions. Communities can be photographed under normal circumstances to compare with postdisaster photos. They can also be used in the planning and prevention stage of the anticipated disaster. Photographs of past disaster conditions could be used, as well. For example, flood photographs previously made may assist in predicting the most likely future flooding patterns taking into account interim preventive measures.

This section does not address issues and problems related to long-term hazard-reduction and disaster preparedness measures in the predisaster period. While the importance of these measures for mitigating the effects of disasters on communities is not discounted, the focus here is on the immediate postdisaster relief period.

This section is directed primarily to decision makers at the local levels of government such as City, Borough and Metro officials. The size of the urban area and the degree of organization of the local response system determines on what level of government the guide can be used. We are assuming that disaster relief managers know how to perform the functions described, who is responsible for carrying out each function, what additional resources might be needed, how to obtain these resources, and how to determine when each function is completed. The preceding information should be detailed in SOPs.

Disaster relief management and public health are linked in that both are concerned with the interaction of physical, social, and economic factors which aim towards restoring and maintaining a healthy environment. Disasters often interrupt community systems including those necessary to maintain the public health. It is necessary not only to re-establish all the interrupted systems on which the protection of community health relies, but also to manage the potential and actual public health problems during the period of re-establishment. The activities involved in doing this may seem from one perspective to have no relation to health, but from another perspective they are the underpinnings on which the health of a community depends.

CHAPTER 2

DECISION MAKING IN THE IMMEDIATE POSTDISASTER RELIEF PERIOD

As was emphasized in the first chapter, accurate information is the most critical need in time of disaster. Without accurate and timely information, decisions cannot be made nor priorities established. This need for information exists in the predisaster period of warning and threat and during the disaster, but it becomes most acute in the immediate postdisaster period.

Another need, which may seem less obvious or is assumed already to be taken care of, is a list of the major decisions and questions which need to be made or answered in order to begin restoring the community to predisaster status. In order to provide a framework for managing public health relief activities in the immediate postdisaster period, flow diagrams were constructed of the major questions and the information needed to answer them within each of six general areas of public health concern (Figures 1-6). Community health, as discussed in Chapter 1, relies on the smooth functioning of certain service systems including: medical services, water, liquid waste disposal, shelter, food and transportation. Many of the tasks on the diagrams may be detailed in local community disaster plans.

These diagrams are linear, that is, various tasks are ordered sequentially according to priorities. However, relief activities may overlap or they may go on concurrently. The starting point for each of the diagrams is either during the warning or threat period or immediately postdisaster. Some tasks on a single diagram not only may but should go on simultaneously. For example, repair of the water facilities may go on concurrently with distribution of water even though they are listed sequentially on the diagram. Another point which needs to be made in relation to the diagrams is that they list only the major questions and answers for each area. Questions may be elaborated on or changed to fit the specific needs of the local situation and the type of disaster common to that geographical area.

The questions and answers necessary for decision making in each area are identified by a diamond symbol on the figures. Information needed to answer these questions is enclosed by rectangles. Alternative ways of acquiring some of this information is circled. Parallelograms denote action which must be taken to solve a problem. Double rectangles and parallelograms indicate those information needs and those actions which would be helped by data from aerial photographs.

MEDICAL SERVICES

There are two important sub-areas within this function: medical care and health services. Medical care is concerned primarily with personal health care and consists of the activities and services delivered in hospitals, emergency rooms, and trauma centres. When disasters occur, many of the tasks related to medical care do not differ substantially from everyday activities, but they are carried out on an augmented basis and priorities are reordered. For example, more personnel may be required to be on duty to handle the increased number of injuries and cases of illness. Activities in the area of health services, on the other hand, relate primarily to maintenance of the physical environment.

In the postdisaster situation, tasks in this area may change qualitatively as well as quantitatively. For example, not only will water sources and food-supplying establishments require continued checking, but vector control will need to be initiated to prevent the inception and spread of epidemics. Health services tasks relate for the most part to preventing the development of disease. The success of health services operations is measured by what does not occur. In the area of medical care efficient management of injuries and illness that have occurred is one standard for success.

Nature and severity of the disaster, hour and day, warning, evacuation and other preventive action are necessary inputs to determine if medical care is needed and, if it is, to estimate the extent and possibly the nature of injuries and deaths (Figure 1). For example, if the disaster occurred at night, damage to business districts of an area would not be as important a consideration as if the disaster occurred during working hours thereby increasing the number of persons at risk in the affected area. Although property damage would be comparable, need for personal medical services would be different.

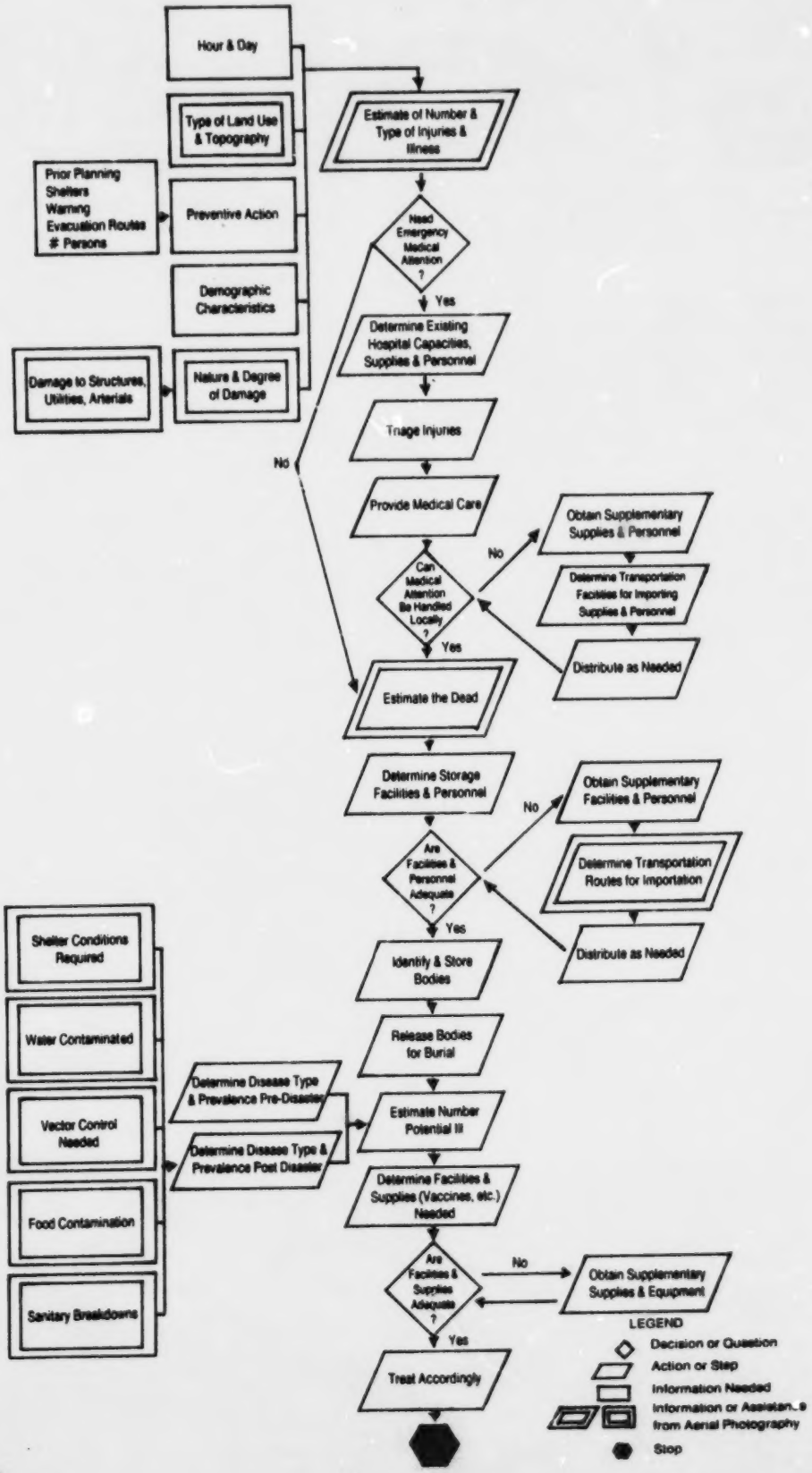
The Ambulance Service is in the best position to know numbers and types of injuries. An unofficial estimate of illnesses and injuries can be made by checking with hospitals, coroners, and other organized medical personnel involved in disaster relief.

Responsibility for treatment of injury and illness following local disasters commonly belongs to the local medical community and sometimes to the local public health agency. Physicians and other medical personnel in the private sector may or may not be organized to the extent of their involvement with hospitals who have accredited emergency plans.

Metro Ambulance Services in charge of triage in the field now has the capability to communicate with the hospitals in the area in order to be informed of resources available at various institutions and of the existing capacities of these institutions.

An evaluation of the damage to medical facilities and of their capacity to service the injured must be made. If regular medical facilities are not intact or are inadequate, supplemental facilities must be found. One alternative is first aid stations and field hospitals.

MEDICAL SERVICES



WATER

There are five major questions which need to be answered concerning the problem area "water". They include: (1) Is the pumping and distribution system undamaged and operating?; (2) Is power available to operate the pumps?; (3) Is potable water available?; (4) Is the water contaminated?; and (5) Are supplementary water supplies needed? (Figure 2) In time of disaster, information to answer these questions is usually gathered by field survey.

The operation of the pumping and distribution system involves the major elements of the system which include mains, water-pumping stations, ground storage tanks, hydrants, and reservoirs. Water mains are, for the most part, underground and thus are not often affected. Underground water mains and other underground systems, however, are particularly vulnerable to rupture from shock.

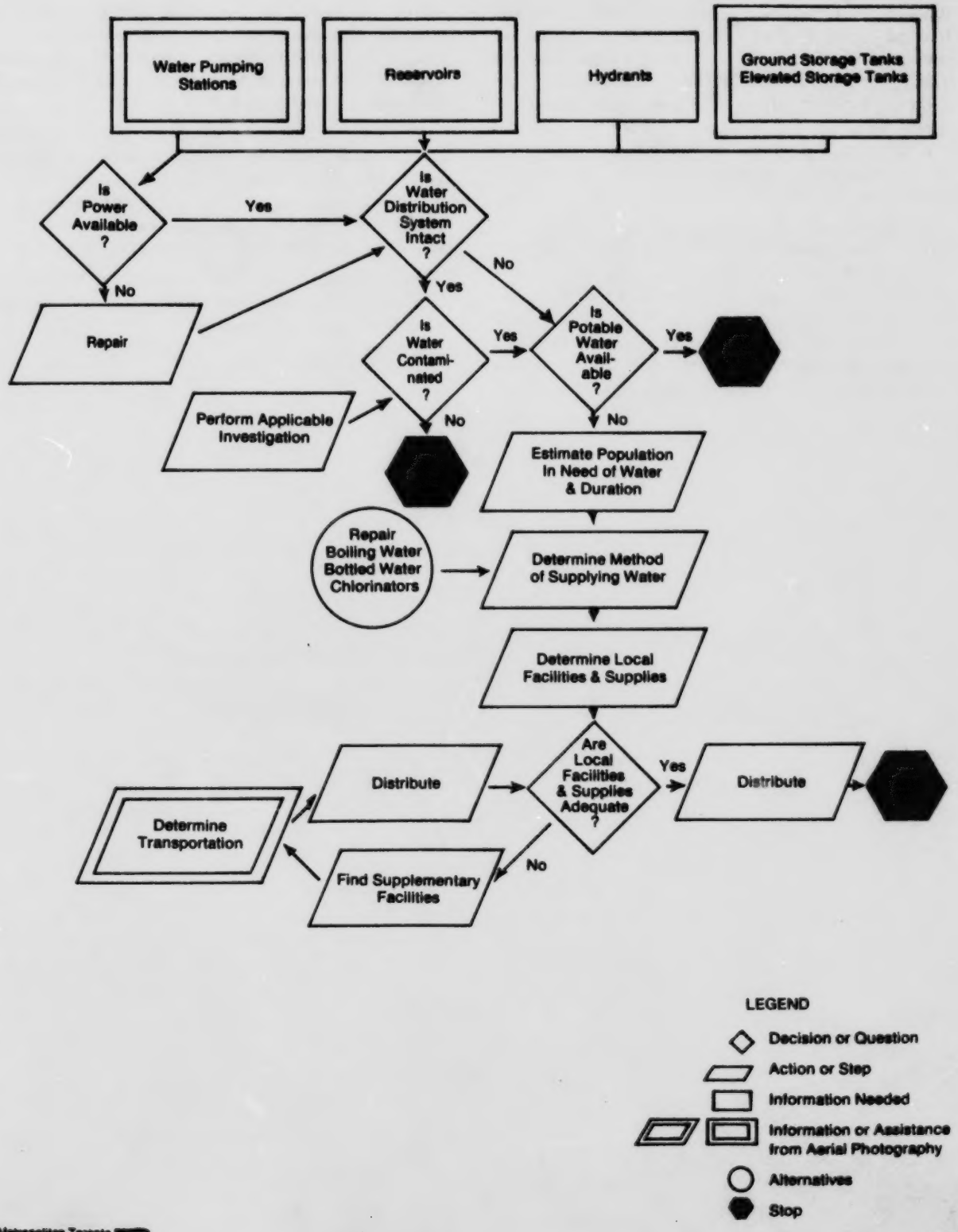
If the water-distribution system is inoperative because of damage to the system or because the source has been contaminated, water must be furnished and distributed. To provide adequate water, the following information is required: (1) an estimate of the population in need of water and the duration of this need, (2) the availability of a method of supplying water, (3) a determination of the status of local facilities and supplies for furnishing water on a short term basis, and (4) a means of distributing water.

Water and sewer utilities have equipment to monitor information on pressure, mains, storage facilities, and pumping capacity on a continual basis. This monitoring system depends on electric power, and if operational, may provide a rapid source of data in disasters. Consideration must be given to decentralized systems and to looped systems where the damaged parts of the system may be shut off while the undamaged parts continue to operate. Maps showing utility grids, water and sewerage systems, pipelines, topography, and physical structures will invariably prove useful in assessing damage to the water sewerage system.

Once the area in which the water system is not functioning has been identified on a map or photo, an estimate of the population in need of potable water can be made and a method of supplying this need can be determined.

Figure 2

WATER



LIQUID WASTE DISPOSAL

Three major factors need to be ascertained for this function; (1) Is the sewer system (collection system and treatment plants) working?; (2) Is there a need for supplementary facilities; and (3) Are these facilities available locally? (Figure 3) This information is usually gathered by field survey. Components of the sewer system which need to be operational are the treatment plants, mains, and pumps. As with water, the operation of the treatment plants and sewer pumps depends foremost on the availability of electric power.

Because sewer mains for the most part are gravity flow, treatment plants are usually located at a low point so that treated waste may be easily discharged. Because of their location, plants may be prone to flooding. Sewer mains may become blocked by trash and flood water. Pumps and pumping stations may be damaged by wind if they are above ground, while those housed in vaults are most vulnerable to flooding.

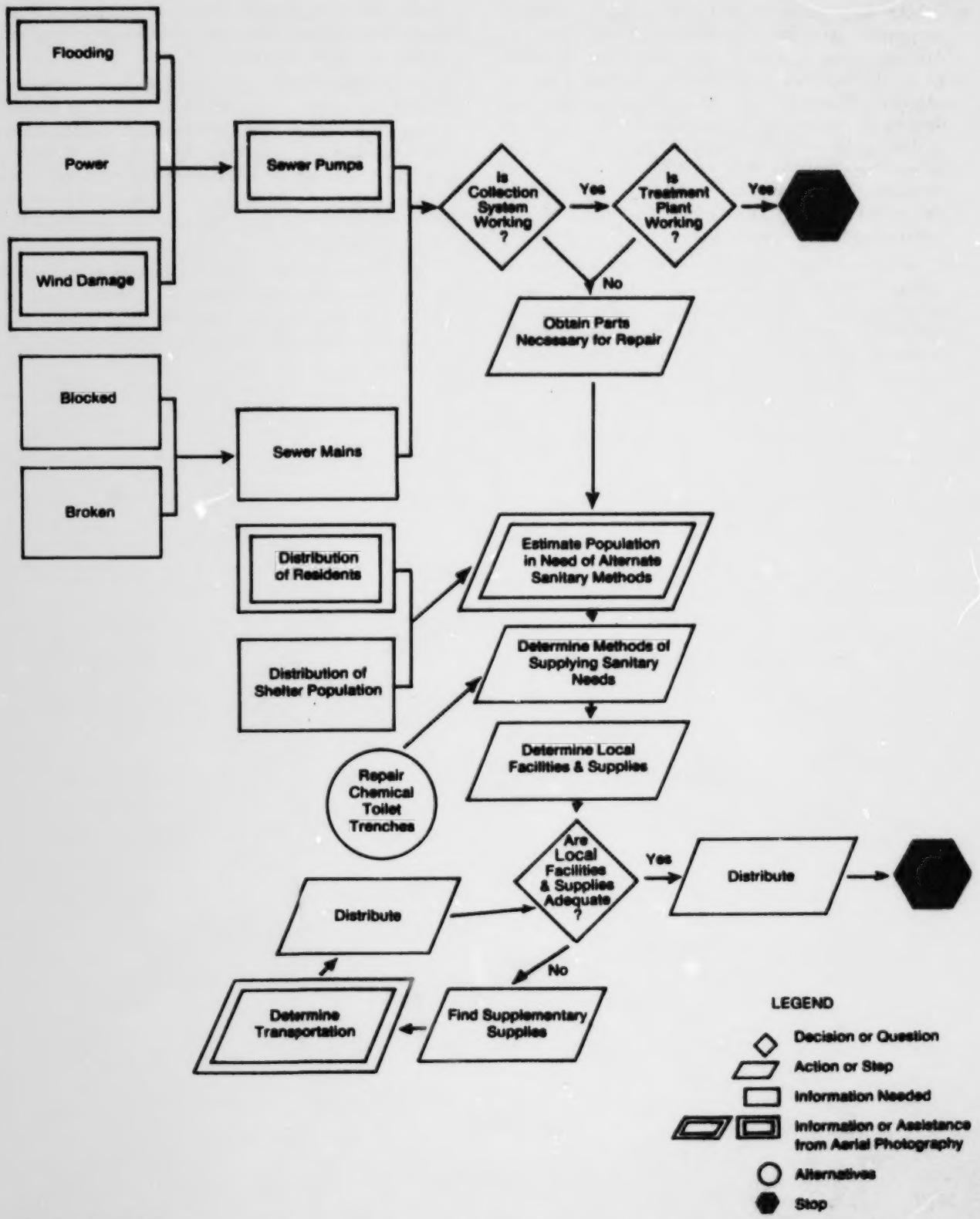
In disasters, problems associated with treatment plants and pumps are discovered first while those associated with mains are found last, often by citizens' reports. In a southern United States city after Hurricane Carla it took about three weeks to locate all the problems with the sewer system.

If it becomes necessary to supplement or temporarily replace the regular sewer system, the following information is needed: (1) an estimate of the population in need of alternate sanitary methods, (2) the distribution of the population in need, and (3) a determination of the local resources and supplies.

As with water, maps of the sewerage system including locations of treatment plants and pumps will be useful adjuncts to damage assessment.

Figure 3

LIQUID WASTE DISPOSAL



SHELTER

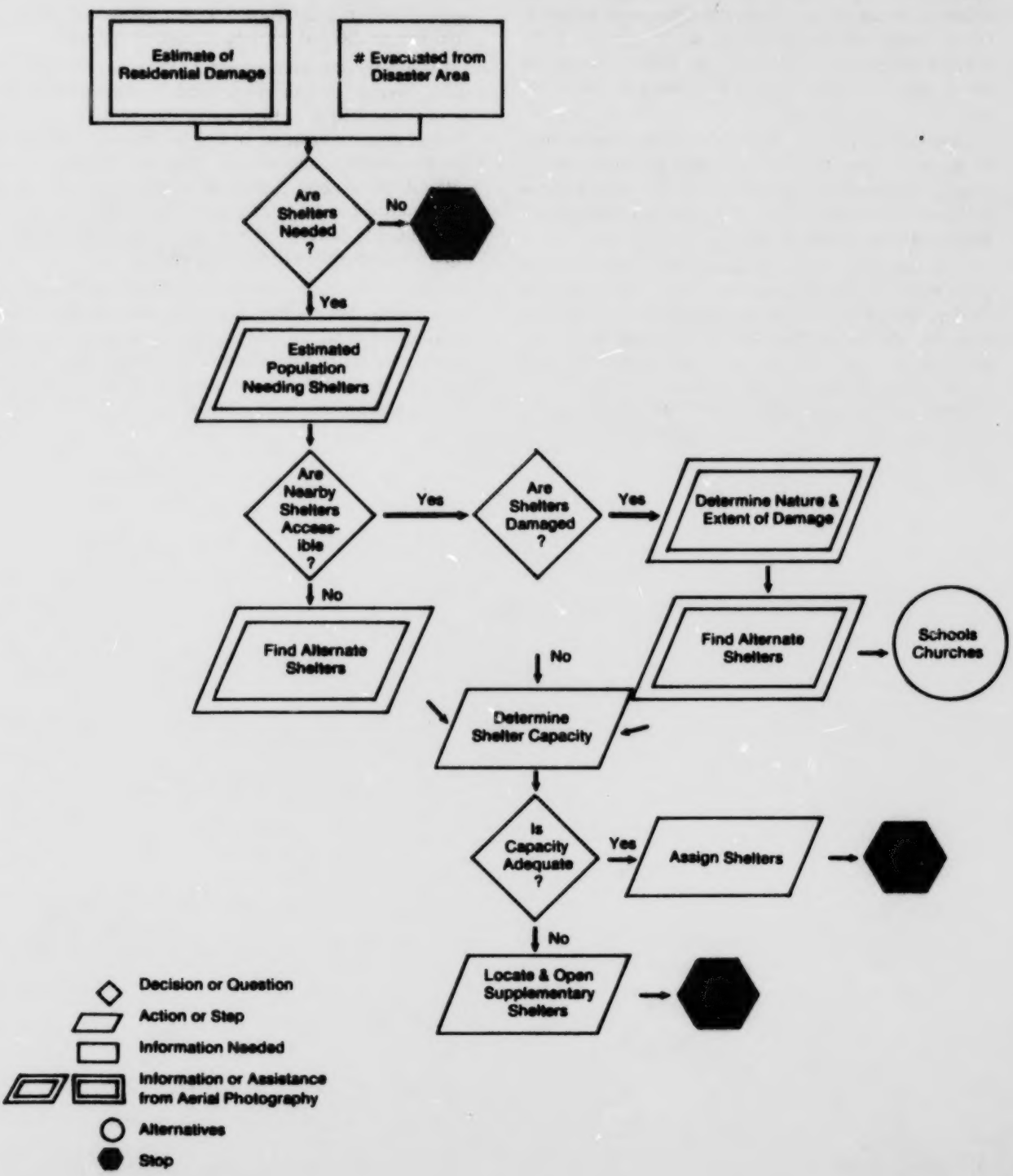
Four major questions need to be answered regarding the problem area "shelter": (1) Are shelters needed?; (2) Are shelter sites accessible?; (3) Are buildings designated as shelters damaged?; and (4) Is their capacity adequate? (Figure 4) The information needed to answer these questions includes: (1) an assessment of the degree of damage to residential areas, (2) an estimate of the population evacuating who suffered major damage to residences, (3) an assessment of the degree of damage to shelters, and (4) information about whether transportation routes to shelters are open.

Decisions about shelter location may need to be remade following the disaster since some shelters may suffer damage during the disaster. In major disasters of sudden onset, including enemy action, the approximate number of persons requiring shelter and the resources needed can be estimated based on the geographical extent of the affected area, degree of damage to residential structures and experience.

Shelters provide short-term housing. The undamaged shelters nearest to the stricken area should be chosen for ease of movement. Information about utilities might affect this decision, however. Shelters located where power and water are available would be more appropriate, depending on community resources either to move persons or to provide food and essential services without power and water.

An assessment of the amount of damage to residences and existing community resources will determine if long-term supplemental housing needs to be made available in the community. Mobile homes may serve this purpose.

SHELTER


Estimate of Residential Damage
Evacuated from Disaster Area
Are Shelters Needed ?
No
Yes
Estimated Population Needing Shelters
Are Nearby Shelters Access-ible ?
Yes
Are Shelters Damaged ?
Yes
Determine Nature & Extent of Damage
No
Find Alternate Shelters
Find Alternate Shelters
Schools Churches
No
Determine Shelter Capacity
Is Capacity Adequate ?
Yes
Assign Shelters
No
Locate & Open Supplementary Shelters
Decision or Question
Action or Step
Information Needed
Information or Assistance from Aerial Photography
Alternatives
Stop

FOOD

Two major questions need to be answered about the food supply: (1) Is the food supply contaminated?; (2) Is the local food supply sufficient? (Figure 5) The information needed to answer these questions includes: (1) an estimate of the number of people who need to be fed and the duration of this need; and (2) an estimate of the quality and quantity of food locally available for use.

Determination of the suitability of food supplies may be made by chemical and microbiologic means or by visual inspection. It is safest not to use canned goods that have been submerged. Frequently, submerged or bulging canned goods are automatically rejected.

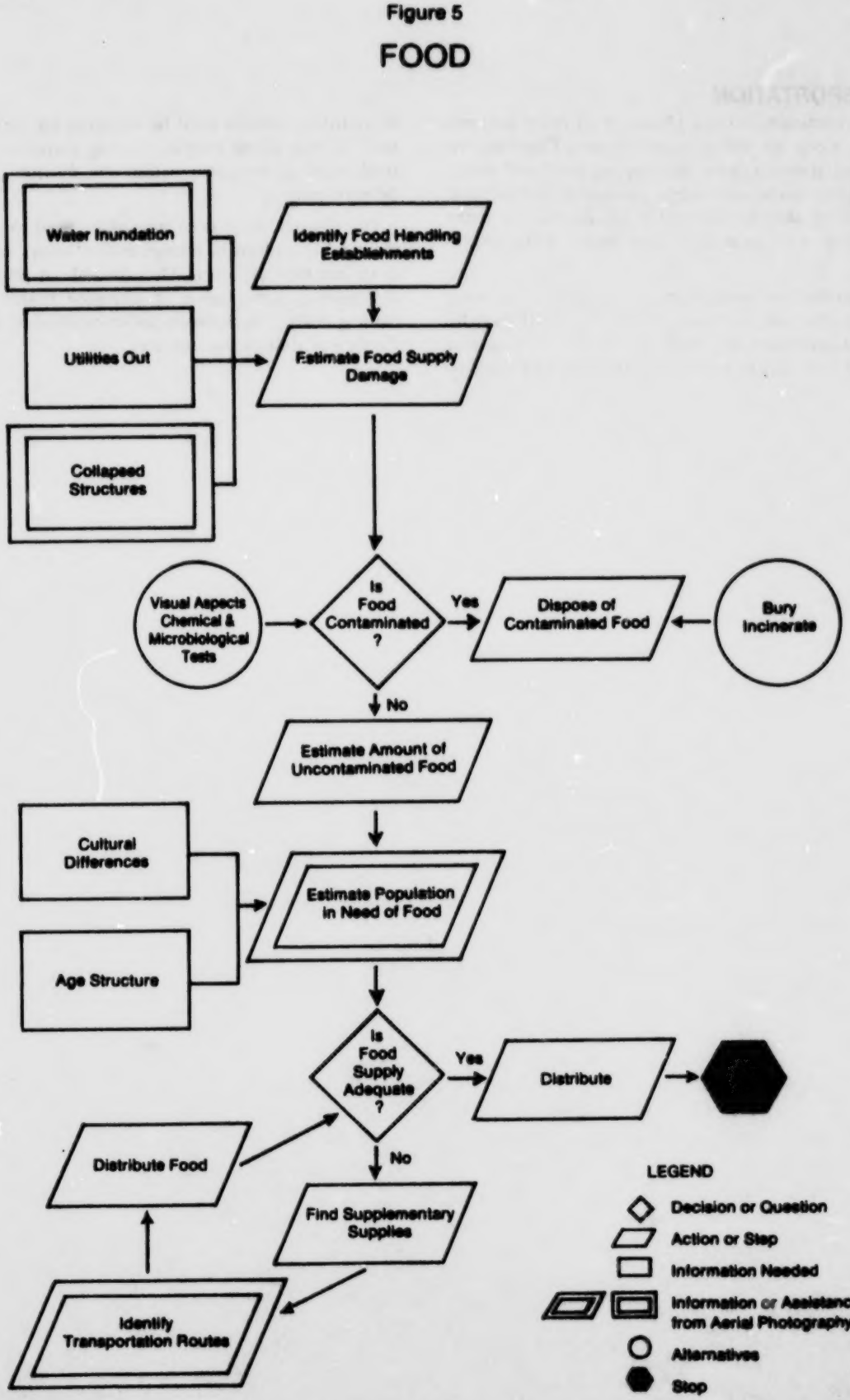
Food-handling establishments such as warehouses, grocery stores and restaurants which have suffered damage should be checked for contaminated goods. The nature of damage to food storage establishments, such as inundation or collapse, must be determined. The extent of structual damage, if any, should also be determined. If an establishment suffered severe structural damage, food may not be obtainable from it. Water inundation would contaminate fresh or packaged food, and canned food may also be harmed. Refrigerated or frozen food may be rendered inedible in a matter of hours if power is interrupted. Power plants and substations can be checked for damage and inundation.

The supply of uncontaminated food must be assessed in relation to the demands upon it. The number of persons and length of time constitute the drains on the food supply. An estimate of persons can be made from the sheltered population and from the dwelling units without power but sheltering persons. Special food requirements can be estimated by population age structure and by cultural groups affected. For example, infants require different food than adults.

Aerial photography may be used for identifying open routes into the disaster area and for locating food distribution centres. Map or photo overlays may be made of transportation routes and shelter sites, hospitals, and populated areas in need of food to make the distribution process more efficient.

Figure 5

FOOD



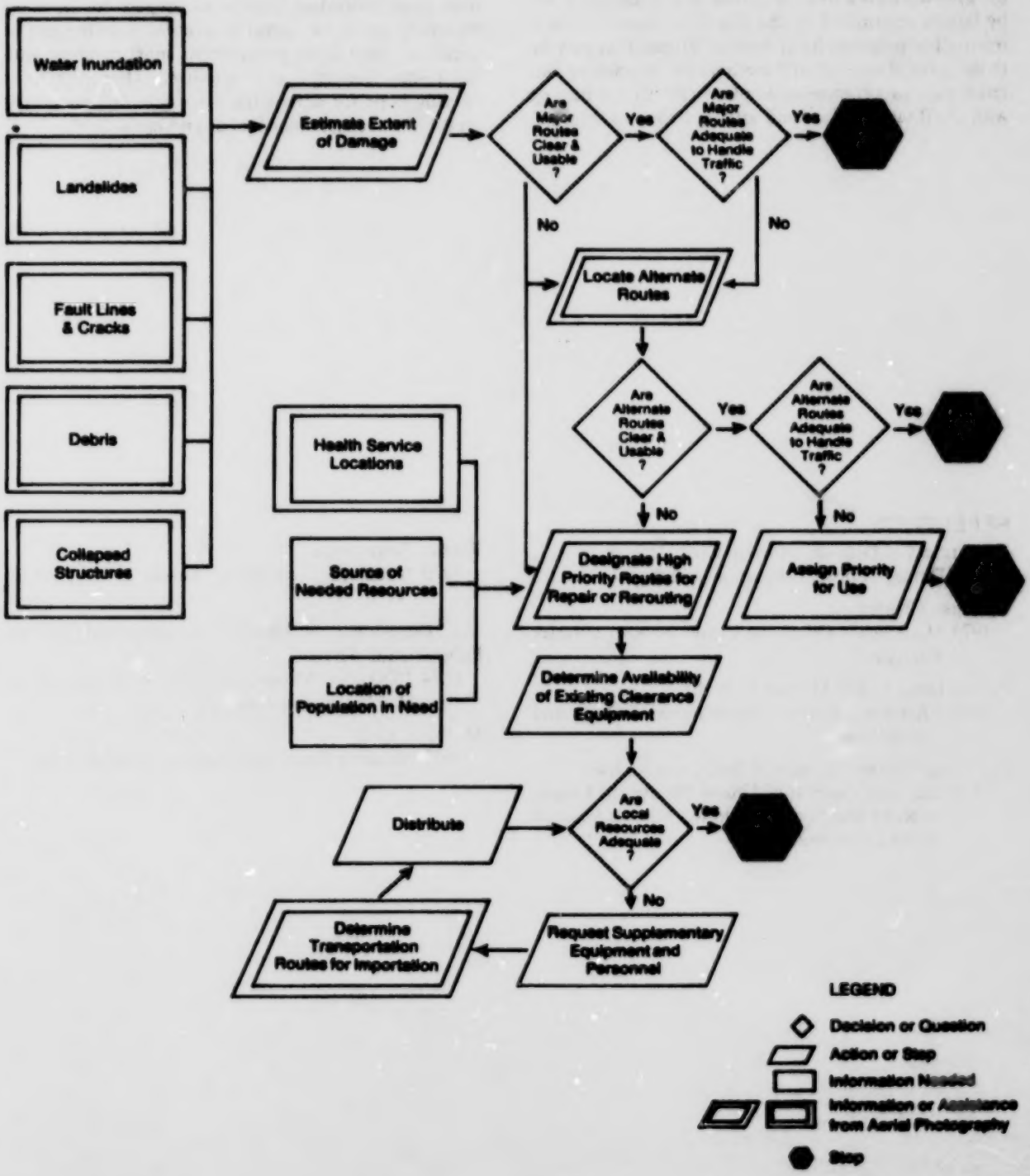
TRANSPORTATION

Implementation of some phases of all relief activities involves access to transportation routes. Checking the water and sewer systems, distributing food and water, carrying out rescue operations, providing medical care, and making shelters accessible all depend on open transportation routes and on some means of transportation.

A great deal of preplanning is necessary to execute effectively the tasks outlined on this diagram (Figure 6). Arrangements must be made to obtain vehicles and sufficient fuel and to perform maintenance operations. In addition, vehicles must be allocated for various tasks such as evacuating people, moving material (clothing, food, medical supplies) within the disaster area, and debris clearance.

Postdisaster, there is an immediate need to determine the condition of major transportation routes and whether or not they are open. Decisions about priorities for clearance or designation of alternate routes must be made quickly. Checkpoints can be established to control the flow of visitors into the area.

TRANSPORTATION



CONCLUSION

Many postdisaster actions and decisions could be resolved more quickly if information about the predisaster condition of an area were available. The degree of disruption which a disaster causes to a community will be largely determined by the degree to which the community has prepared for a disaster. Preparation may be in the form of institutional mechanisms of warning and relief such as organizational plans (SOPs) for dealing with the disaster before and after it strikes or informal protective and ameliorative methods used by citizens to cope with the destructive effects of the disaster.

Research on disasters has pointed out the difficulty of motivating individual citizens to prepare for disasters especially where the threat of disaster is infrequent or uncertain since these preparations must compete with day-to-day concerns and activities. Thus, the most realistic hope for developing preparedness programs is on the community, municipal or provincial level.

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INTRODUCTION

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INTRODUCTION TO METROPOLITAN TORONTO EMERGENCY PLANNING GUIDE

PROVISIONAL PLAN for Inter-service Co-operation

Subject to amendments

Pending Metro Toronto Council approval

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INDEX

	Page
Introduction	
Introduction	1
Part 2 – Basic Plan	1
Police Planning – General	3
Metropolitan Toronto Emergency Operational Structure Flow Chart	4
Metropolitan Toronto Police Police Installations Map	5
Metropolitan Toronto Emergency Planning Statutes and Bylaws	9,10
Canadian Forces Base Toronto Disaster Response	14

D R A F T

INTRODUCTION

MISSION

The general mission of this Section is to outline arrangements for disaster planning and co-ordination of operational services and agencies in crisis.

GENERAL

This Plan, which deals with considerations in the field of disaster response, will necessarily require a regular update to provide for procedural developments and modifications within the operational public services structures.

Co-operation with area municipalities is also important as they have either full or shared responsibility for vital emergency services, such as fire, eletric power, road construction and maintenance, water supply, pollution control and health.

The main thrust of disaster planning is directed towards the safety and security of the citizens within this Metropolitan area.

To effect the best response to disaster it may be necessary to seek the support of volunteer and public agencies who have resources and skills which can benefit people in distress. This refers to the kind of first-aid support available from St. John Ambulance, the many volunteer services of the Red Cross and the shelter and clothing programmes traditionally provided by the Salvation Army.

These and many other public agencies may need to have the support of Metro Council in carrying out their role in disasters for which this By-law is intended.

PART 2 - BASIC PLAN

APPLICATION

This Metropolitan Toronto Plan for local disasters relates to procedures required in a large metropolitan complex such as Toronto. The diversity of disaster situations possible is almost limitless. The goal will be to add specific plans as they become defined or appear relevant.

The first step in this direction will be to establish the currency of disaster planning today. Having defined our limitations we shall then be in a much better position to expand our horisons in the future.

They may include situations such as the following or any number of related situations comprising one or more of the basic incidents indicated:

(a) Hurricane
(b) Tornado
(c) Flood
(d) Major fire or explosion
(e) Earthquake
(f) Major accidents (e.g. air crashes, chemical spills, railway accidents, radiation threats)
(g) Epidemic

CONCEPT OF OPERATIONS

(a) Immediate response to a disaster.
(b) The early establishment of overall control of disaster operations.
(c) The isolation of the danger area to prevent further injury and property loss, and to facilitate the conduct of disaster operations.
(d) Rescue of the trapped and injured and prompt provision of medical aid.
(e) The mobilization of all municipal, voluntary and other agencies required to cope with the crisis.
(f) The establishment of information centres both for the public and the news media.
(g) The procurement of essential material.
(h) The restoration of utilities and services.
(i) Local resources will be committed to the maximum prior to initiating requests for mutual aid.

ORGANIZATION

THE METROPOLITAN TORONTO EMERGENCY ADVISORY COMMITTEE is the agency which will develop and expand on disaster planning within Metropolitan Toronto. It is constituted in conformity with Metropolitan Toronto By-law (154-80). The Chief Operational Officer is the Metro Chairman and the Co-ordinator

of Emergency Planning is the planning official responsible to the Chief of Police.

Appendix A attached shows the Organization Chart for action in disaster of any magnitude beyond those routinely handled by normal procedures.

Volunteer support in disaster, both collective and individual, may necessarily cause some disruption in normal routines. This may effect:

(a) doctors, nurses and St. John Ambulance personnel for Casualty Clearing Stations.
(b) public relations staff for the Public Information Centre.
(c) Clergy, Red Cross and Salvation Army personnel for Emergency Welfare services.
(d) drivers and supervisors for truck columns.

OPERATIONAL DEPLOYMENT

A possible deployment for the various operational centres at the scene of a disaster is shown in the Police Disaster Control Procedures (last page).

Consideration should be given to establishment along the following lines:

OPERATIONAL CONTROL CENTRE

The Operational Control Centre will be established along the following lines:

Operational decisions will be made at the Control Centre, in consultation with senior officers directing operations.

STAGING AREA

The Staging Area (or Assembly Site) will be established in consultation and as directed by the Police. All assistance will be channelled to the Staging Area and held there until called forward.

PUBLIC INFORMATION BUREAU

Located near the Operational Control Centre, the Bureau will include Public Relations Officers from the various departments and agencies involved. Press briefings and press releases will be handled at this location.

CASUALTY CLEARING STATIONS

The preliminary treatment and evacuation of injured people will be carried on in accordance with the Ambulance Services Disaster Plan.

EMERGENCY WELFARE CENTRES

These will be established outside Police lines by the Department of Social Services for the feeding, clothing and rehabilitative care of people affected by the emergency.

In the establishment of a Registration and Inquiry Service (R&I) the Red Cross will necessarily operate in close liaison and co-operation with the Metro Welfare Services as well as the Metro Police.

PLANNING RESPONSIBILITIES

Each member of the operational structure is responsible for developing a detailed service plan which shall be a supplement to this Basic Plan. This planning should necessarily be in co-operation with the Metropolitan Toronto Police agency responsible for disaster planning whose role is to allocate tasks among all agencies concerned and co-ordinate their functions.

Each service, when mobilized, will operate according to the provisions of its own Standing Operating Procedures (SOPs). The SOPs include detailed internal information based on this Plan, the service guides attached hereto as annexes, and the experience of that service.

PLANNING—GENERAL

OBJECTIVES

This Plan will provide for control and co-ordination in local disasters to ensure that the maximum public resources are immediately brought to bear on any situation which threatens the well-being of citizens individually or collectively. Specific objectives might be indicated as follows, but are not necessarily limited to this list:

1. Co-ordination and control at the disaster site.
2. Protection of life and property.
3. Enforcement of the law.
4. Control of vehicular and pedestrian traffic.
5. Police investigations.
6. Provision of temporary and emergency morgues.
7. Casualty registration.

FUNCTIONS

To enforce such rules, regulations and laws which may be imposed by competent authority during emergencies.

To clear the emergency area and routes thereto to facilitate emergency operations.

To co-ordinate police activities with other departments and services involved in the emergency.

To assist in rescue of the injured and the relief of suffering.

To assist in the dissemination of information to the news media and to other agencies dealing with the public.

OPERATIONAL CONCEPTS

The operational concepts will be incorporated in the following DISASTER CONTROL PROCEDURE.

N.B.

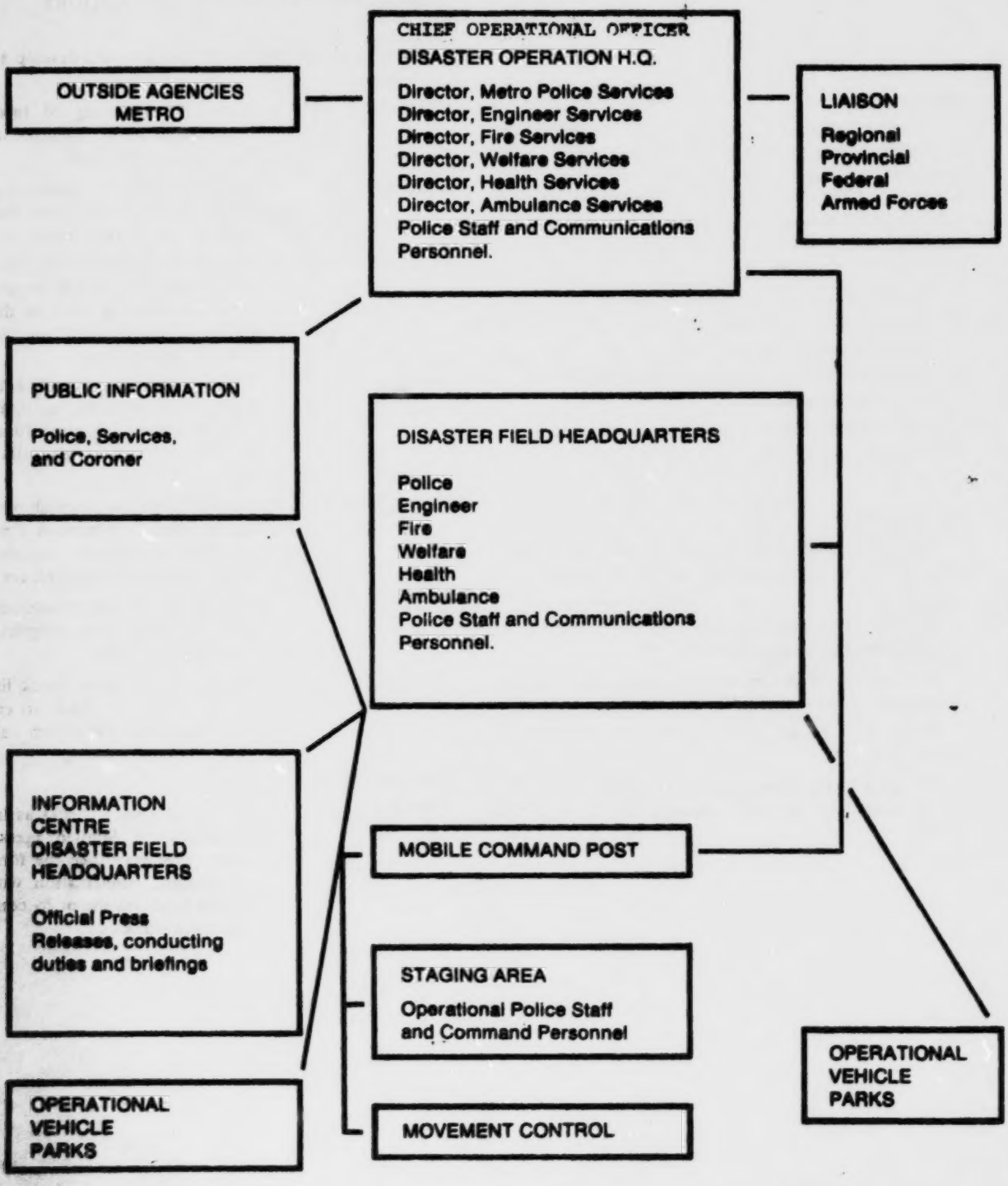
In general, the concept of operation will develop as follows:

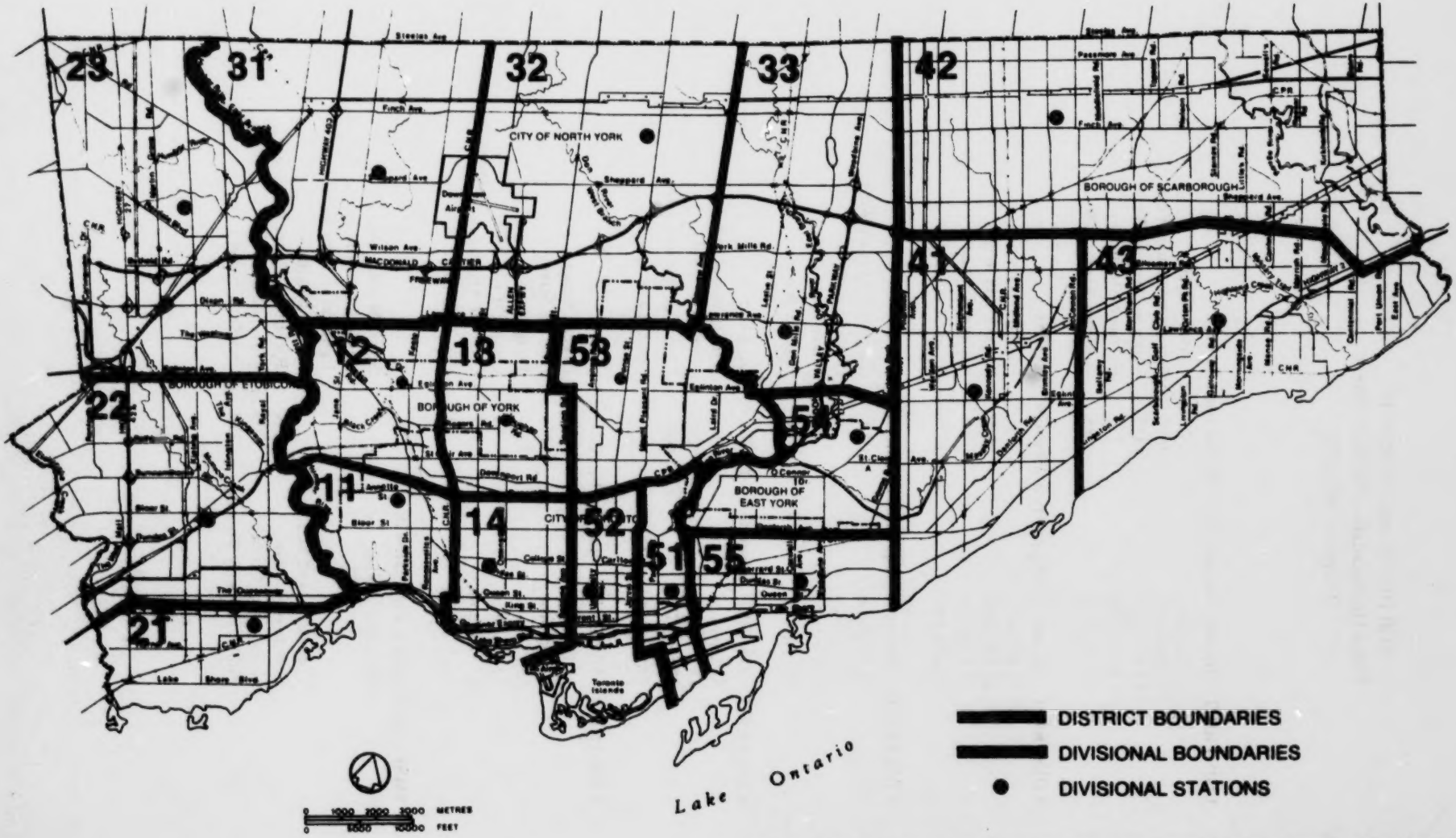
COMMUNICATE	– Immediate reporting of incidents by all public agencies to Police communications.
OPERATE	– Initiate immediate operational movement of required men and services in priority of need.
IDENTIFY	– Consult immediately with related agencies. It is vitally important to understand early on the nature of the incident and the potential of the threat.
NOTIFY	– Check required that all help agencies have been notified. This is a communication function but a Control responsibility.
ESTABLISH	– Initiate action for establishment of Emergency Operations Centre. This is a specific responsibility of the site-control officer.
REPORT	– Ensure that all reports required, both incoming and outgoing, have been initiated.
CONTROL	– Review of the above check list by senior on-site officer to ensure that tasks have been carried out or are ongoing.
ORGANIZE RESOURCES	– Individual agency checks as incorporated in detailed agency plans. This may take the form of informal conversation with service heads on-site or by communication link.

DRAFT

METROPOLITAN TORONTO
EMERGENCY OPERATIONAL STRUCTURE

FLOW CHART





METROPOLITAN TORONTO POLICE DISTRICT AND DIVISIONAL BOUNDARIES AND BUILDING ADDRESSES

1977

Metropolitan Toronto
Emergency Planning Guide Chart Number 8

BUILDINGS and ADDRESSES

Police Headquarters – 590 Jarvis Street
Telephone 967-2222

1 DISTRICT – District Headquarters 150 Harrison Street

11 Division	209-211	Mavety Street
12 Division	2696	Eglinton Avenue West
13 Division	1435	Eglinton Avenue West
14 Division	150	Harrison Street
Traffic Unit	45	Strachan Avenue

2 DISTRICT – District Headquarters 3699 Bloor Street West

21 Division	791	Islington Avenue
22 Division	3699	Bloor Street West
23 Division	2126	Kipling Avenue
Traffic Unit	3699	Bloor Street West

3 DISTRICT – District Headquarters 30 Ellerslie Avenue

31 Division	1900	Sheppard Avenue West
32 Division	30	Ellerslie Avenue
33 Division	20	Sanderling Place
Traffic Unit	30	Ellerslie Avenue

4 DISTRICT – District Headquarters 1001 Birchmount Road

41 Division	1001	Birchmount Road
42 Division	4610	Finch Avenue East
43 Division	4040	Lawrence Avenue East
Traffic Unit	1001	Birchmount Road

5 DISTRICT – District Headquarters 101 Coxwell Avenue

51 Division	30	Regent Street
52 Division	255	Dundas Street West
53 Division	2398	Yonge Street
54 Division	41	Cranfield Road
55 Division	101	Coxwell Avenue
Traffic Unit	41	Cranfield Road

MISCELLANEOUS BUILDINGS

Mounted Unit		Sunnybrook Park, Leslie Street and Eglinton Avenue East
Toronto Island Station		Centre Island
Summons Bureau	60	Richmond Street East
Community Services	209-211	Mavety Street
Public Property Bureau	329	Chaplin Crescent

METROPOLITAN TORONTO EMERGENCY PLANNING STATUTES AND BY-LAWS

D R A F T

THE MUNICIPALITY
OF METROPOLITAN TORONTO

BY-LAW No. 154-80.

A By-law to provide for the co-ordination of response in the event of a disaster affecting the Metropolitan Area.

The Council of The Municipality of Metropolitan Toronto HEREBY ENACTS as follows:

1. (1) In this By-law

(a) "Advisory Committee" means The Emergency Planning Advisory Committee established by this By-law;

(b) "Chief of Police" means the Chief of Police of the Metropolitan Police Force, or, in his absence, the acting Chief of that Force;

(c) "Metropolitan Chairman" means the Chairman of the Metropolitan Council or, in his absence, the Acting Chairman of the Council;

(d) "plan" means any plan prepared pursuant to this By-law for the taking of action and the co-ordination of persons and organizations to protect, where they are endangered by a disaster, the health, safety or welfare of the population or of any segment thereof and to limit widespread damage to or loss of property.

(2) (a) (i) The Metropolitan Council or its Executive Committee may, upon recognizing a disaster affecting the Metropolitan Area or any part or parts thereof, which creates an imminent peril to the lives or health of a large number of persons, declare a plan to be in effect, and upon the making of such declaration the plan is in effect.

(ii) Where, under all of the circumstances, there is not sufficient time to call a meeting of the Executive Committee, the Metropolitan Chairman may, upon recognizing a disaster such as that referred to in subparagraph i, make the declaration provided for in such subparagraph.

(b) A declaration made under paragraph a shall contain:

(i) a statement of the circumstances which caused it to be made;

(ii) a designation of the part or parts of the Metropolitan Area to which the plan is intended to apply;

(iii) the designation of a date and time at which it is anticipated the plan will no longer be required, which in any event shall be no later than 15 days from the date of declaration.

(c) A declaration under paragraph a, unless continued by the Metropolitan Council, shall terminate:

(i) at the date and time designated under subparagraph iii of paragraph b, if it occurs before the next meeting of the Council, or at such earlier time as may be decided by the person or authority making the declaration; or

(ii) at such time and under such conditions as may be determined by the Metropolitan Executive Committee or the Metropolitan Council.

(d) The Executive Committee or the Metropolitan Chairman shall, forthwith after making a declaration under paragraph a, give notice of such declaration to all members of the Metropolitan Council, to the Advisory Committee and to the Metropolitan Clerk, and shall summon a special meeting of the Metropolitan Council to be held within twenty-four hours of the giving of such notice.

(e) At a special meeting convened pursuant to paragraph d the Metropolitan Council shall consider and decide whether or not the declaration made by the Executive Committee or the Metropolitan Chairman should be continued for an additional period of up to fifteen days or should be terminated.

(f) Where the Metropolitan Council has decided pursuant to this section to continue a declaration for a period of 15 days, it shall, at a meeting held within that period, and thereafter within every subsequent 15 day period during which such declaration continues, consider and decide whether or not to continue the declaration for a further period of up to 15 days or to terminate it.

2. (1) It shall be the duty of the Metropolitan Executive Committee to consider and report to the Metropolitan Council on all matters relating to the planning and co-ordination of response to disasters affecting the Metropolitan Area or any part or parts thereof.

(2) (a) The Advisory Committee shall report to the Metropolitan Council:

(i) at its special meeting held pursuant to paragraph e of subsection 2 of section 1; and

(ii) during the continuation of a plan pursuant to paragraphs e or f of subsection 2 of section 1, at each meeting referred to in clause f of that subsection;

on the steps taken by the Advisory Committee pursuant to such declaration up to the time of such report.

(b) The Advisory Committee shall report to the Metropolitan Executive Committee:

(i) on all plans prepared pursuant to this By-law;

(ii) on all steps taken by the Advisory Committee pursuant to a declaration under section 1.

(c) A report pursuant to subparagraph ii of paragraph b shall be made as soon as reasonably possible after the termination of the declaration and, in all cases, no later than 90 days therefrom.

3. The Emergency Planning Advisory Committee is hereby established as the emergency measures civil defence organization for Metropolitan Toronto.

4. The Advisory Committee shall consist of the persons holding from time to time the following positions in the Metropolitan Corporation, its local boards, the Metropolitan Police Force and other agencies and organizations as the case may be:

(1) The Metropolitan Chairman or a member of the Metropolitan Council designated by him as his delegate for any or all of the meetings of the Advisory Committee;

(2) one member of the Metropolitan Council appointed by the Metropolitan Council;

(3) with the consent of the Metropolitan Board of Commissioners of Police, the Chief of Police and the Co-ordinator, Emergency Measures Planning, Metropolitan Police Force;

(4) the Metropolitan Works Commissioner;

(5) the Metropolitan Commissioner of Social Services;

(6) the Metropolitan Commissioner of Ambulance Services;

(7) the Metropolitan Commissioner of Roads and Traffic;

(8) with the consent of the Council of the City of Toronto,

(i) the Chief of the Fire Department of the City of Toronto;

(ii) the Medical Officer of Health of the City of Toronto; and

(iii) the Commissioner of Purchasing and Supply for the City of Toronto and for The Municipality of Metropolitan Toronto.

(9) a representative of The Metropolitan Toronto and Region Conservation Authority appointed by that Authority to serve on the Advisory Committee;

(10) with the consent of the Toronto Transit Commission, the General Manager - Operations of that Commission; and

(11) such other member or members of the Advisory Committee as may be appointed from time to time by that Committee or who may become members of the Advisory Committee ex officio by reason of their holding an office approved by the Advisory Committee as entitling them to membership thereon.

5. (1) The Metropolitan Chairman shall be the Chief Operational Officer of the Advisory Committee, have the responsibility and authority to direct the operations of the Advisory Committee, to co-ordinate the activities of the Advisory Committee and to convene meetings of the Advisory Committee, and shall report on its behalf to the Metropolitan Council and to the Executive Committee pursuant to the requirements of section 2 of this By-law.

(2) (a) Subject to clause b, the Metropolitan Chairman may delegate to one or more members of the Advisory Committee all or part of the authority conferred upon him by subsection 1 to direct and co-ordinate the operations of the Advisory Committee.

(b) Clause a shall not be construed to limit the responsibility of the Metropolitan Chairman for the actions of the Advisory Committee taken pursuant to a delegation under that clause.

(3) The Executive Committee may at any time remove from the Advisory Committee any of its members appointed pursuant to clause 11 of section 4, either specifically or by deciding to eliminate entitlement for the holder of any office granted entitlement pursuant to such clause.

(4) A majority of the members of the Advisory Committee constitutes a quorum.

(5) Subject to the direction of the Executive Committee, the Advisory Committee shall, while a plan is in effect, have the authority and responsibility to initiate and co-ordinate the implementation of a plan prepared pursuant to this By-law to the extent of the duties and powers conferred upon them by law.

6. (1) The Advisory Committee is responsible for the formulation, development, implementation and co-ordination of plans for all departments, agencies and local boards under the jurisdiction of the Metropolitan Council or constituted or given powers by The Municipality of Metropolitan Toronto Act.

(2) The agencies referred to in subsection 1 shall ensure that adequate plans as referred to therein and agreed lines of procedure for the implementation thereof shall be provided to the Advisory Committee on a regular basis and amended from time to time as appropriate.

(3) The agencies referred to in subsection 1 shall be responsible to the Advisory Committee for ensuring that their planning and training programs are continued in a co-ordinated and sustained way for the purpose of maintaining up-dated plans.

7. Every plan prepared pursuant to this By-law shall be deemed to include a provision that the Advisory Committee, and the persons set out in the first column of the schedule at the end of this section shall, with the permission of the respective area municipalities and other agencies involved, and subject to the overall direction of the Chief Operational Officer of the Advisory Committee or his delegate, as the case may be, be responsible for and are authorized to take charge of the departments, agencies and utilities throughout the Metropolitan Toronto areas as are set out opposite their respective names in the second column of the said schedule. The following is the schedule referred to:

COLUMN 1	COLUMN 2
The Metropolitan Toronto Commissioner of Works	Works Department and all public utilities
The Chief of the Fire Department of the City of Toronto	Fire Departments
The Medical Officer of Health of the City of Toronto	Health Departments

COLUMN 1	COLUMN 2
The Metropolitan Toronto Commissioner of Social Services	All welfare and social services agencies, including the Red Cross and Salvation Army, for registration and inquiry purposes, and for the provision of services to deal with the effect of disasters
The Metropolitan Toronto Commissioner of Ambulance Services	All ambulance and other emergency transportation agencies, including the St. John Ambulance, in the Metropolitan Area
The Metropolitan Toronto Commissioner of Roads and Traffic	Roads and Traffic Departments

8. The Advisory Committee is authorized, with the consent of area municipalities or local boards and agencies concerned, to train or to provide for the training of, employees of area municipalities and local boards and agencies in their functions under co-ordinated plans as outlined above.

9. In the event of a disaster recognized as such under this By-law the Advisory Committee is authorized:

(a) to expend necessary funds to obtain and distribute emergency materials, equipment and supplies;

(b) to obtain volunteer support from public agencies and individuals where it is required and to protect such private agencies, their personnel, and other persons directly engaged in work that has been authorized pursuant to this By-law or any other law.

ENACTED AND PASSED this 7th day of October, A.D. 1980.

W.J. LOTTO,
Metropolitan Clerk.

PAUL V. GODFREY,
Chairman.

(Corporate Seal)

CANADIAN FORCES BASE TORONTO
DISASTER RESPONSE

INDEX

	Page
Disaster Response	15
Disaster Concepts	15
–Disaster Situations	15
–Concepts for Disaster Response Planning	15
–Request from Civilian Authorities for Military Assistance	15
–Command and Control	
On Base Emergencies	15
Civil Disaster Emergencies	16
–Liaison with Civilian Agencies in Planning	16
–Reporting of Disasters and Emergencies	16
–Annex A – sample copy of DNDP - 55 (Agreement for Provision of Services)	17, 18

DISASTER RESPONSE

The resources of the Canadian Forces are available to the Municipality of Metropolitan Toronto and its agencies in an emergency. The normal conditions governing Canadian Forces assistance are that the use of Canadian Forces resources must be prompted by necessity, must not compete with resources available commercially, that the Crown be released from any liability arising from the employment of Canadian Forces resources, and that the Department of National Defence be reimbursed for any costs arising from the provision of assistance.

To facilitate planning, liaison and the eventual control of Canadian Forces assistance operations, the Canadian Forces Central Region Operations Staff is maintained at Canadian Forces Base Toronto in Downsview. This staff is prepared to discuss civilian requirements and potential Canadian Forces resources at any time, and has an around-the-clock capability to respond in an emergency.

The Central Region Operations Staff is available through the Canadian Forces Base Toronto switchboard (633-6200) as follows:

Extension 518 – Senior Staff Officer Operations
524 – Staff Officer Operations
471 – Orderly Room

After duty hours (0800 - 1600 daily) the Central Region Duty Officer can be contacted through the switchboard at 633-6200.

DISASTER CONCEPTS

Introduction

The term "Disaster" connotes any emergency situation with numerous casualties requiring a large scale response on the part of emergency services.

Although a situation involving a large transport type aircraft is the most obvious disaster possibility many other situations could require speedy, well organized disaster response actions at this Base. With our specialized equipment and manpower resources we may be the only agency capable of providing the initial response.

Disaster Situations

If a passenger-carrying aircraft crashed at this Base, resulting in injury to several personnel, normal Base emergency capabilities could be over-extended. The Base Disaster Response Plan must cope with serious emergencies such as:

a. an accident involving a military or civil passenger transport
b. an accident involving an aircraft carrying dangerous cargo (Dangerous Cargo/Materials is defined as: Explosive, toxic, caustic, nuclear, combustible or flammable biological infectious, or poisonous materials that may, directly or indirectly endanger human life or property, particularly if mishandled, misused, or involved in accidents
c. any civil emergency in the immediate area for which Canadian Forces assistance could be provided subject to the approval and direction of the Canadian Forces Region Commander.

For a disaster such as flooding, the same degree of urgency might not exist since there may be ample time for requests for assistance to be processed through the channels prescribed in Regional Plans for Civil Emergency Operations.

CONCEPT FOR DISASTER–RESPONSE PLANNING

General. Although response measures may vary in scale and emphasis according to the nature of the disaster, a basic organization will prevail. It is obviously desirable to have one basic plan encompassing all foreseeable eventualities rather than a number of separate plans, each with its own organization, division of responsibilities and alerting system.

REQUEST FROM CIVILIAN AUTHORITIES FOR MILITARY ASSISTANCE

When a request is received from civil authorities for immediate assistance in dealing with an emergency the Base Commander will decide the validity of the request. An occurrence such as an aircraft crash or serious rail accident might require immediate and automatic reaction to prevent unnecessary loss of life and injury. On the other hand, a request for military assistance in fighting a forest fire many miles from any inhabited area might not carry the same urgency, and might allow time for the request to be processed through the Region Operations Centre, Canadian Forces Base Toronto.

In an emergency, a verbal request for immediate assistance from civil authorities may be made direct to Canadian Forces Base Toronto. Such requests may be accepted in accordance with DNDP 55. However, the Canadian Forces Regional Commander, through the Region Operations Centre, Canadian Forces Base Toronto, is to be informed immediately and provided with all available information including action already initiated.

COMMAND AND CONTROL–ON BASE EMERGENCIES

Command Post. The Base Commander will assume over-all command of any disaster operation on this Base. The Command Post will be the direction and co-ordination centre for initial response measures.

On Scene Controller. The Fire Chief will act as On Scene Controller until such time as the designated On Scene Controller arrives on the scene.

Disaster Response Team Elements. Each element of the Disaster Response Team is to be under the command of an officer or NCO who will be responsible to the On Scene Controller.

COMMAND AND CONTROL–
CIVIL DISASTER EMERGENCIES

For civil disasters the Disaster Response Team will be working in co-ordination with civil authorities under authority of the Base Commander. Base personnel at the scene will be directed by the On Scene Controller, who will co-ordinate military response with other participating agencies.

The On Scene Controller is to keep the Command Post continuously informed of the situation at the disaster site using available communications.

EVALUATIONS

Base Disaster Response capabilities will be evaluated by Air Command Headquarters.

LIAISON WITH CIVILIAN AGENCIES IN PLANNING

A disaster of any magnitude may well necessitate assistance from local civilian sources and the Base must maintain liaison with all agencies whose services or facilities may be solicited. These include:

a. National Emergency Planning Establishment (NEPE), (short form Emergency Planning Canada), Area Headquarters, 60 St. Clair Ave. East, 966-6343;
b. Local offices of the Department of National Health and Welfare;
c. RCMP;
d. Provincial Police;
e. Metro Police;
f. Fire Services;
g. Hospitals, doctors and Metro Ambulance Services; and
h. Coroners and Funeral Parlours

The Command Post Operations Co-ordinator shall maintain a current listing of telephone numbers of such agencies in the Command Post for ready reference. During Disaster Response exercises, Command Post staff should make it a practice to contact these agencies to confirm the availability of services which might be requested in a real situation.

REPORTING OF DISASTERS AND EMERGENCIES

All emergencies, aircraft accidents, or requests for assistance received from civilian authorities are to be reported by the Base via the fastest means available to Air Command Headquarters and the Canadian Forces Regional Commander.

Aircraft accidents must be reported directly to the National Defence Operations Centre, Ottawa in accordance with CFP 135, Flight Safety for the Canadian Forces, Chapter 15.

Air Traffic Control Staffs must be fully conversant with procedures to be employed on receipt of calls from aircraft carrying Hazardous Cargo/Materials. These procedures are detailed in CFP 164, Air Traffic Control Orders for the Canadian Forces, Volume 1, (Services and Procedures).

Rescue Co-ordination Centres are often involved in local disaster situations and are knowledgeable of area rescue resources. The nearest Rescue Co-ordination Centre to this Base is at Trenton.

Accidents involving nuclear weapon carriers are to be reported in accordance with Nuclear Accident Response. Initial notification should be by telephone directly to National Defence Operations Centre, Ottawa. On military telephone systems and lines, "FLASH" precedence will be assigned to such calls; on public, government, and CENTREX systems, "EMERGENCY" precedence is authorized.

Attached: Sample copy "Agreement for Provision of Services" Auth. DNDP 55, Annex A, Chap. 10.

SAMPLE COPY

DNDP 55
ANNEX A, CHAP 10

PMDN 55
ANNEXE A, CHAPITRE 10

AGREEMENT FOR PROVISION OF SERVICES

(To organizations other than provincial governments and other federal government departments)

THIS AGREEMENT, in triplicate, this ..... day of ..... A.D. 19 .....

BETWEEN:

HER MAJESTY THE QUEEN in right of Canada, represented herein by the Minister of National Defence, (hereinafter referred to as "the Minister")

OF THE FIRST PART:

AND:

(Insert here person, persons, or organization)

..... with offices at ..... in the Province of .....

(hereinafter referred to as "the Applicant")

OF THE SECOND PART:

WHEREAS the Applicant has requested that the Minister provide the following services:

(Insert here a description of the service to be provided)
AND WHEREAS the minister considers that the provision of the said services would serve the public interest;

AND WHEREAS by Federal Order in Council PC 1973-3/442 dated February 27, 1973 the Minister is authorized to provide the said services.

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto mutually convenant and agree each with the other as follows:

1. The Minister hereby agrees to provide the Applicant with the above services.
2. The Minister does not assume any responsibility for, nor guarantee the services provided or results thereof.
3. The Applicant will pay for the services rendered the following fee:
   (Insert in accordance with subpara (a), (b), or (c))
   (a) The fee computed in accordance with Chapter 11;

   OR

   (b) If no fee is to be charged, insert the words "No fee will be charged for these services" and a brief supporting statement of the circumstances relating the services to the provisions of art. 1102;

   OR

   (c) If the actual fee cannot be computed before the services are provided, insert the words "The cost of the services as determined by the Minister". If an estimated approximate fee can be provided, insert the words "estimated at approximately

   $ ....., or $ ..... per day, etc,".

4. The Applicant shall at all times indemnify and save harmless Her Majesty, Her officers, servants, agents, employees, and members of Her Canadian Forces from and against all claims and demands, loss, costs, damages, actions, causes of action, suits, or other preceedings by whomsoever made, brought, or prosecuted in any manner based upon, occasioned by, or attributable to the provisions of services, or any action taken or things done or maintained by virtue hereof.

5. The Minister may at any time terminate this Agreement without notice.

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto or by their duly authorized representatives in that behalf on the day first set forth herein.

SIGNED AND DELIVERED on behalf of Her Majesty the Queen in right of Canada, in the presence of:

.....

Witness

SIGNED, (SEALED) and DELIVERED by or on behalf of the applicant, in the presence of:

.....

Witness

MINISTER OF NATIONAL DEFENCE

.....

Authorized Representative

Signature of Applicant

.....

or

.....

Authorized Representative

Note: This form shall be reproduced locally, using both sides of paper.

POLICE

AMENDED IN ACCORDANCE WITH

BY-LAW NO. 154-80

METROPOLITAN TORONTO POLICE DISASTER CONTROL PROCEDURE

PROVISIONAL PLAN for Inter-service Co-operation

Subject to amendments

Pending Metro Toronto Council approval

INDEX

		PAGE
	Definitions	1
	Preface	2
I	General Duties	2
II	Primary Responses	3
III	Communications	3
IV	Emergency Response Route and Traffic Control	5
V	Disaster Field Headquarters	8
VI	Personnel Assignments and Staging Areas	9
VII	Staging Area and Parking Area	10
VIII	Parking Area Regulations	10
IX	Police Lines and Crowd Control	10
X	Evacuations	12
XI	First Aid Stations	13
XII	The Triage Process	13
XIII	Temporary Morgue	13
XIV	Identification	14
XV	Public Information Centre	14
XVI	Recovered Property	14
XVII	Utilities	15
XVIII	Property Damage	16
XIX	Reports	17

D R A F T

DEFINITIONS AS THEY ARE APPLIED IN THE DISASTER CONTROL PROCEDURE

1. DISASTER CONTROL OFFICER -
means the officer in charge of the District where the disaster occurred or a member of the Force designated by the Chief of Police to take overall command of the Police involved with the disaster.

2. ASST. DISASTER CONTROL OFFICER -
means a police officer assigned to a duty as second in command to the Disaster Control Officer.

3. FIRE OFFICER -
means a senior Fire Department officer from the area of the disaster.

4. INFORMATION OFFICER -
means an official assigned by the Disaster Control Officer to be in charge of the information centre and information to be given to the Press Centre.

5. PROPERTY RECOVERY AND DISPOSITION OFFICER -
means a member of the Force designated by the Disaster Control Officer to be commander of the property recovery office.

6. OFFICER -
means a senior officer of the Metropolitan Toronto Police Force.

7. MEMBER -
means a member of the Metropolitan Toronto Police Force.

8. DISASTER FIELD HEADQUARTERS -
means the Police command post at the scene of a disaster.

9. DISASTER CONTROL TEAM -
means all members of the Force assigned to duty in connection with the disaster.

10. FIRST AID CENTRE -
means a temporary location designated at the scene of a disaster where emergency surgical or medical treatment can be effected.

11. RECOVERY TEAM -
means the members of the Force assigned by the Disaster Control Officer to search duties at the scene of the disaster. The team shall consist of not less than four members with one member recording all information.

12. SITE -
means the actual damaged area at the scene of a disaster.

13. INNER PERIMETER -
means an area designated to enclose the actual disaster site and will include the first-aid station and casualty clearing station.

14. OUTER PERIMETER -
means an area designated to enclose the disaster area and completely encircles it. This area will include the inner perimeter and leave ample area for setting up emergency centres and rescue operations.

15. STAGING AREA -
means a designated area within the outer perimeter to which responding members and agencies will report with rescue and other equipment for assignments.

16. OPERATIONS ROOM -
means the radio room set aside to coordinate and control communications and operations during a disaster, having a senior officer in charge at all times.

17. PROPERTY RECOVERY CENTRE -
means a temporary location designated by the Disaster Control Officer at the disaster scene for the storage and safeguarding of valuables and personal property.

18. INFORMATION CENTRE -
means a temporary location at the scene of a disaster for speedy gathering and transmittal of information. In a major disaster the Information Press Centre should include political and service representation at a senior official level.

19. CORDON -
means a line of police posts or police lines surrounding a specific area.

DRAFT

DISASTER CONTROL PROCEDURE

This Procedure will serve as a guide for disasters calling for a controlled response by the agencies outlined in the Disaster Procedure By-law No. 154-80 of the Municipality of Metropolitan Toronto.

In recent years, the Municipality of Metropolitan Toronto has experienced several disasters resulting in deaths, injuries and extensive property damage. The effective performance of duties in the co-ordination of all activities in coping with disaster is a basic responsibility as outlined in the By-law. Each situation varies in type, area, location, number of persons affected and extent of damage; but the basic responsibility remains the same and the procedures may be established applicable to all disaster situations.

Disasters for which this plan is formulated are catastrophes in the local community such as fires, explosions, air crashes, natural disruptions, train accidents, etc., producing casualties in such numbers as to be unmanageable through the routine use of police procedures.

This Procedure, however detailed, cannot prescribe for every conceivable action. To meet unusual situations, the use of unconventional methods, controlled by sound judgment and past experience can be invaluable.

The procedure described herein provides for the policing of major emergencies. In some instances, specific procedures are stated; in others only a general outline is given. Modified as required by specific situations, they are applicable to all emergencies and disasters. Used as controlling guides, they will provide the basis for effective police service in saving lives, preventing personal injuries and property damage and will further advance the professional police service.

The District Commander will be designated as the Disaster Control Officer and will be responsible for police operations. He will coordinate the operations of the District Disaster Control Team comprised of:

A. POLICE
(a) All uniform Inspectors of Divisions and their personnel.
(b) Criminal Investigation Branch Inspectors and their personnel.
(c) Traffic Inspectors and their personnel.
(d) Public Relations Officer.
(e) Operations Room Inspector and his personnel.

B. SUPPORT SERVICES
(a) Fire
(b) Works
(c) Social Services
(d) Ambulance
(e) Medical Officers of Health
(f) Utilities
(g) T.T.C.
(h) Consumers' Gas
Etc., Etc.,
See District Plans

I GENERAL DUTIES

At the scene of a disaster, the Police Force is assigned specific duties and responsibilities.

THESE ARE:

1. Protect life and property.
2. Rescue injured and entrapped persons.
3. Obtain medical aid for injured and medical sanitation and supervision for recovery teams.
4. Assure shelter for displaced persons.
5. Prevent further injury and property damage.
6. Prevent unauthorized entry into area - establish a sealed inner perimeter.
7. Maintain order in and around emergency area.
8. Control traffic in and around the area - Maintain unimpeded access to and egress from area.
9. Care of dead bodies
   (a) safeguard at scene
   (b) remove to morgue
   (c) identify
   (d) notify next of kin.
10. Safeguard property
    (a) of the dead and injured
    (b) in evacuated buildings
    (c) abandoned at scene
    (d) prevent looting
11. Evacuate unsafe buildings
12. Investigate if crime committed
    (a) arrest and detain offenders
    (b) search for and safeguard evidence
    (c) interrogate witnesses
13. Promptly notify other government agencies, public utilitites, and private agencies involved.
14. Co-operation with all participating departments and agencies.
15. Prepare proper records.
16. Act as the co-ordinating agency for departments and agencies operating at the scene.

DRAFT

II PRIMARY

1. INITIAL ACTION

The first member(s) of the force at the scene of a disaster will:

(a) Immediately notify the Communications Bureau of:
   i. nature of occurrence
   ii. exact location and extent of damage
   iii. request necessary assistance
   iv. request Officer in Charge of Division and District responsible for disaster control
   v. direct other units when necessary.

(b) Assume control until a senior officer arrives.

(c) Maintain radio communication until relieved.

2. ADDITIONAL PERSONNEL

Upon the arrival of additional personnel, the officer in charge will direct the performance of all police functions. Establish communications through the Operations Room and advise all radio units.

3. FIRST DISTRICT SUPERVISOR

The senior supervisor of the district concerned upon arrival will immediately assume control until joined by other members of the District Disaster Control Team. It is his duty to:

(a) Survey and evaluate the disaster scene

(b) Ensure the District Disaster Control Team has been notified, or formed

(c) Designate connecting route from scene to disaster response route. Establish outer perimeter and inner perimeter

(d) Designate location of staging and parking areas

(e) Establish Disaster Field Headquarters

(f) Notify the Communications Bureau:
   i. location of Disaster Field Headquarters
   ii. communications available including telephone numbers
   iii. current situation
   iv. type of equipment required.

(g) Notify the Division of occurrence regarding:
   i. location
   ii. damage
   iii. personnel and equipment requested.

(h) Request Disaster Field Headquarters Insignia - Flag, lantern, etc.

(i) Maintain communications with Operations Room.

(j) Supervise re[illegible]ations.

(k) Inform Disaster Control Officer of all available information including:
   i. action taken and anticipated
   ii. personnel and equipment present and requested
   iii. immediate problems.

(l) Continue with Necessary police action as directed by Disaster Control Officer.

4. MEMBERS OF DISTRICT DISASTER CONTROL TEAM will be assigned to the various phases of the operation.

(a) Staging areas where personnel report to be briefed and assigned prior to entering the disaster area.

(b) Police Lines (Divisional Inspector).

(c) Disaster Field Headquarters (District Staff Superintendent).

(d) Disaster Scene (Uniform or CIB Inspector).

(e) Connecting route (District Traffic Sergeants).

(f) Traffic Control including disaster response route in vicinity (District Traffic Inspector).

(g) Temporary Morgue (District CIB Inspector).

(h) Press Centre (Information Services).

(i) Information Centre (Member of CIB)

(j) Property Recovery and Disposition (Member of CIB in District concerned).

(k) Other duties as required -
   i. evacuations
   ii. parking area
   iii. ambulance parking area
   iv. temporary shelter.

III COMMUNICATIONS

In all phases of an emergency operation, especially at its inception, communication is of the utmost importance. Good communications must be maintained among the various units operating at the scene, with the Disaster Field Headquarters and between the Disaster Field Headquarters and the Communications Bureau. Officers in Charge of various phases of field operation must keep in constant communication with the Disaster Field Headquarters. The Operations Room will co-ordinate all communications and advise all emergency agencies.

1. INITIAL COMMUNICATIONS

(a) The first officer at the scene will notify the Communications Bureau as to the extent of the emergency, its location and assistance required.

(b) The Operations Room will be put into use at the discretion of the Disaster Control Officer in consultation with the Communications Bureau.

2. COMMUNICATIONS EQUIPMENT
   (a) Public address trucks (Community Services - Traffic Safety)
   (b) Loud hailers and foot patrol radio units
   (c) Bell Telephone Vehicles (radio telephone)
   (d) Dispatch Motorcycles (Traffic Units)
3. COMMUNICATIONS BUREAU VEHICLE NO. 183
   (a) 1-"High-powered" sound system
   (b) 1-"Automatic" installation (radio)
   (c) 1-C.B. Transceiver, SSB, 40 Channels
   (d) 1-"MBX" unit, 5 channels (District personal radio systems)
   (e) 25-"MX" hand-carried radio units, 5 channels each (District personal radio systems)
   (f) 5-One-hour fast chargers for the above
   (g) 20-"MX" hand-carried units on channels 5 and 8 (mobile configuration) (Automatic System)
   (h) Spare batteries for hand-carried units
   (i) 1-Aurora/Dagmar link - transceiver
   (j) 1-"Hostage" telephone kit
   (k) 1-Province common channel installation
   (l) Tape recording equipment
4. E.T.F. MOBILE COMMAND POST
   (a) 2-"MBX" units, 5 channels each (District personal radio systems)
   (b) 2-"Automatic" installations (radios)
   (c) 1-"Repco" 5-watt, 2 channel single frequency simplex unit on gun crew frequencies
   (d) 1-Aurora/Dagmar link transceiver
   (e) 1-C.B. Transceiver, SSB, 40 Channels
   (f) 1-Province common channel installation
   (e) 1-"Hostage" telephone kit.
5. PUBLIC ADDRESS TRUCKS
   The Communications Bureau will dispatch the Community Services Traffic Safety Trucks to the disaster scene. There are twenty-six (26) of these vehicles available.
6. SPECIAL CARS
   The Force has a number of special cars available with special radios on a confidential frequency for communication between cars so equipped. These cars are currently used by the Intelligence Bureau and Mobile Support Services.
7. LOUD HAILERS
   The Force has several loud hailers which are available through:
   (a) Communications Bureau
   (b) Radio Shop
   (c) Hold-up Squad
   (d) Emergency Task Force
8. FOOT PATROL RADIO UNITS (Walkie-Talkies)
   The Communications Bureau will be responsible for distributing foot patrol radios at the disaster scene.
   Foot patrol radios operate on five channels which are colour-coded.
   Each radio is capable of operating on two channels.
   1 District uses Brown but can also switch to Red.
   2 District uses Red but can also switch to Brown
   3 District uses Orange on both channels
   4 District uses Yellow but can switch to Green
   5 District uses Green but can switch to Yellow
   Only No. 3 District is restricted to one area.
9. BELL TELEPHONES
   The Bell Telephone Company will supply radio telephones until lines are installed to the Disaster Field Headquarters and other centres at the disaster. Communications Bureau will be responsible for informing the Bell Telephone Company.
   Mr. R.E. Bays, General Manager, Sales
   Ontarion Region, Bell Canada
   393 University Ave., 22 N. - M5G 1W9
   Tel: 599-2593
   The role of the General Manager, Sales will be to advise the Board and its members of matters pertaining to Emergency Communications. This includes Line Load Control and other special arrangements required to protect and improve the emergency response capability of Board members, elected officials and their staffs.
10. EMERGENCY TRUCK
    The Communications Bureau will be responsible for notifying the Emergency Task Force who will dispatch the Emergency Truck to the disaster scene. A list of the equipment in this vehicle is available in Chapter IV, Section 7.
11. COMMUNICATIONS AT SCENE
    (a) In the initial stages, radio patrol cars will be assigned to strategic areas within the Operational Zone of the disaster for communication purposes.
    (b) During the operation, the Disaster Field Headquarters via the Operations Room will be advised of:
        i. Action taken by all units
        ii. Action taken by emergency crews
        iii. Information concerning all outside sources
        iv. Information available to the media

vi. F. ...station information
vii. Evacuation information

12. DISPATCH MOTORCYCLES

The Communications Bureau will Dispatch traffic motorcyles to the Disaster Field Headquarters. These Units will act as dispatch riders controlled by the Disaster Control Officer.

IV DISASTER RESPONSE ROUTE AND TRAFFIC CONTROL

1. Disaster Response Route and Connecting Route

In order to permit the prompt response of personnel and equipment to the scene, a connecting route will be established from the scene to a point on the response route where traffic is moving freely. To ensure the prompt establishment of such routes for advance knowledge of crews of patrol cars, and for the effective policing, predetermined routes will be designated permitting approach to within a short distance of an disaster. The response route is established by the Operations Room combining the connecting route, designated by the supervisor at the scene and the nearest accessible predetermined disaster route.

2. OFFICER IN CHARGE OF TRAFFIC AND TRAFFIC CONTROL HEADQUARTERS

(a) If additional personnel have been requested to police the route, the District Traffic Inspector will establish a Traffic Control Headquarters at a suitable location along the route, sufficiently removed from the scene of the disaster.

(b) The District Traffic Inspector will advise the Operations Room of the limitations imposed on traffic, requests for additional assistance along the route, the location and telephone number of the Traffic Control Headquarters.

(c) Additional personnel will be assigned to intersections along the route in the vicinity of disaster scene.

(d) The District Traffic Inspector will maintain an accura e list of assignments.

(e) Upon request, additional motorcycle patrolmen will be directed to respond to Traffic Control Headquarters.

(f) Upon request, helicopters with police personnel may be deployed to survey the routes and scene.

(g) Instructions will be given to personnel regarding restrictions imposed on traffic and, if necessary, detours utilized.

(h) Operations Room will be notified by the Traffic Control Headquarters of conditions along the route and any changes ... traffic.

3. COMMUNICATIONS BUREAU

When the Communications Bureau receives notification of a disaster, the officer in charge of the Communications Bureau at the time will be advised immediately of the action being taken. He will:

(a) Keep aware of all major involvement of the Bureau.

(b) Confirm that appropriate response to the disaster is underway.

(c) In consultation with the Disaster Control Officer decide if the Operations Room should be activated.

(d) Notify the Emergency Task Force, ordering the Mobile Command Post to the scene if necessary.

(e) Order the Communications Technical Unit High-powered sound truck to the scene if necessary. A technician should always accompany the truck.

(f) Notify:
i. The Duty Section
ii. The District Staff Superintendents and other senior officers as required
iii. The Foreman, Technical Personnel
iv. The Intelligence Unit, if appropriate.

(g) Act as the co-ordinator between Bell Canada and the Police Force.

(h) Establish a radio link between the scene and the Communications Bureau and edit the automatic system assignment table as needed. Use the tactical table if advisable.

(i) Assume control of the personal radio system for the police district concerned and enforce strict operational discipline. Log all activity on this system.

The Communications Technical Unit should be involved as soon as possible in establishing special radio links and networks. There are many special systems which may be used under circumstances best determined by technical personnel. The Technical Unit records show the location of all personal radio equipments and frequencies on which they operate. Confusion may result if this equipment is distributed by other than technical personnel. Most of the hand-carried units will operate on all five district personal radio systems but there are many other frequency configurations which can be very useful.

The Communications Bureau Control Centre monitors the common channel available to all police forces in Ontario. A very limited number of Metropolitan Toronto Police mobile units are equipped to operate on this channel.

4. OFFICER
When notified of the disaster response route, will assign available men to that portion of the route within their jurisdiction. Particular attention must be given to intersections and locations where congestion may develop. The number of assigned personnel will be governed by the distance from the scene and the anticipated number of emergency vehicles responding. Also assign sufficient personnel to control crowds.

5. TRAFFIC RESTRICTIONS
(a) Members assigned to disaster routes will ensure that traffic on the route does not interfere with emergency operations. Members will use their own judgment in detouring traffic when congestion occurs.
(b) If the disaster route becomes obstructed, the member assigned will notify the Officer in Charge to select an alternate route.
(c) The disaster response route may be used for normal traffic providing emergency vehicles are not obstructed.
(d) Vehicles responding to the disaster scene will use the predetermined disaster response route.

6. TRAFFIC CONTROL
(a) Unauthorized vehicles will not be permitted within the outer perimeter.
(b) Vehicles already in the area prior to the disaster will be towed away by police tow trucks, when necessary.
(c) Operations Room, upon being advised of the disaster will request radio and television stations to broadcast a request that persons avoid the disaster area.
(d) Public Transportation
i. Buses - Bus routes passing through the disaster area may be temporarily re-routed around police lines. Notification will be made to the transit authority through the Communications Bureau.
ii. Subways - Depending upon the nature of the disaster and the location of the facility, the following action may be taken regarding exits and entrances within police lines.
- Close the facility if within police lines.
- Establish a policed and barricaded route from the police lines to the facility.
- Request t authority to pass through the station.

7. EQUIPMENT
Certain police equipment will be dispatched to all major disaster calls. All requests for additional equipment will be transmitted through the Disaster Field Headquarters to the Communications Bureau. Prior to requests for additional equipment the Disaster Control Officer will ascertain the number and type of equipment at the scene so unnecessary equipment will not be dispatched.

Before requests are made to outside agencies for equipment, consideration will be given to the use of police equipment and municipal equipment

All equipment dispatched shall be directe to the staging area or Disaster Field Headquarters where records shall be maintained of its use. From these points, equipment may be directed to locations where needed. The following equipment is available from the Force or Municipality:-
(a) Fire Department Vehicles
(b) Emergency trucks
(c) Spare trucks
(d) Utility trucks
(e) Buses
(f) Radio Emergency Police Cars
(g) Helicopter
(h) Jeep (Toronto Island)

Emergency Truck
under Emergency Task Force

First Aid
Large first aid kit
1 - Padded splint in canvas bag
1 - Collapsible stretcher
2 - Safety blankets

Emergency Lighting
2 - Portable electric generators
6 - Portable flood lights
4 - 100 ft. extension cables
10 - Radar lights and 6 batteries
Emergency flares (1 carton)
12 - Flashlights, batteries and bulbs
40 - Blue police overalls
3 - Rubber waders
12 - Rubber boots
6 - Raincoats (white)
6 - Raincoats (black)
6 - Safety rubber boots
6 - Gloves (leather)
4 - Gloves (rubber)
6 - Safety goggles

Heavy Tools

1 - Gasoline chain saw and spare parts
1 - Gasoline concrete-metal saw
1 - Truck jack
2 - Sledge hammers
1 - Large bolt cutters
1 - Small bolt cutters
2 - Axes
Assorted crow bars
Picks
3 - Shovels (round mouth - long handles)
3 - Shovels (round mouth - short handles)
2 - Shovels (square mouth - short handles)
1 - 6 ft. aluminum ladder (extension)
1 - Hand saw
1 - Pruning saw
1 - Broom
1 - Stapler and staples
Tool box with set of tools

Stationery Supplies

1 - Portable typewriter
Paper, envelopes, etc.
Departmental forms and sundry supplies

Barricade Equipment

500 ft. of nylon rope on rollers
5 ft. steel stakes

Disaster Identification inserts

Residents inserts
Blue Badges -Police
Red Badges -Medic
Green Badges -Government workers
Yellow Badges -Utility workers
Black Badges -Press

Miscellaneous

Gas and Oil for chain saw and generators

1 - Portable gas sniffer
2 - Fire extinguishers
Animal throw net
Assorted pinch bars
Cleaning bags
Small ropes
Industrial vacuum cleaner

Coroner's Kit

The Emergency Task Force will be notified and will be responsible for sending four (4) men to 26 Grenville Street to assist with loading the Coroner's Disaster Kit. One District Traffic Unit will be notified by the Emergency Task Force to dispatch the Stake Truck to the rear of 26 Grenville Street and deliver the Coroner's Kit to the disaster scene.

Support Service

(a) Ambulance
(b) Barriers (Police and Municipality)
(c) Boats (Police and Harbour Police)
(d) Bomb Carrier (Emergency Task Force)
(e) Horses for Crowd Control
(f) Horse vans - 2
(g) Patrolwagons - 8
i. Transport personnel and equipment
ii. Delivery of barriers
iii. Temporary repository for property
iv. Delivery of property to station
v. Transport bodies to morgue
(h) Photographic Equipment (Traffic and Identification Bureau)
(i) Tow Trucks (Public and Private)
(j) Police Bus (No. 1 Traffic)

Equipment from private organisations may be requested through the Communications Bureau by the Disaster Control Officer.

Specialized equipment is available from all Service Agencies - see District Plans.

8. DISASTER RESPONSE

EMERGENCY TASK FORCE

The response pattern within the Police may vary internally in order of sequence. But the goal will be to ensure that response is uniform with each Police District and individual municipalities. The chronology of any crisis varies with the location of the disaster and response.

Beyond the normal duties assigned to the Emergency Task Force in their daily role operationally, there is a requirement for an immediate response capability to any disaster situation within the Metro area.

The essential role of the Emergency Task Force in disaster is to establish initial command and control at a disaster site, stabilize the area, limit access to it and commence establishment of a Mobile Command Post which will become the command centre for the District Disaster Control Officer as he assumes overall control of the incident.

As permanent control of the disaster is established the Emergency Task Force shall come under the command and be responsible to the Disaster Control Officer for further direction.

4. SITE CONTROL

Subject to response by the Emergency Task Force as defined in Section 8, command and control at the site will develop as follows:

The officer in charge of the division in which the incident occurs, will act as police co-ordinator at the scene until the arrival of the District Commander. The District Commander, aided by the Inspector of the Division concerned will be responsible for the operation.

The officer in charge of other units involved will assist and supervisors of departments and agencies are required to co-operate with the Disaster Control Officer. Other department and agency supervisors are required to keep him informed of actions taken.

The Disaster Control Officer will be responsible for the following actions:

(a) Brief survey of the scene to determine existing needs.
(b) Overall supervision.
(c) Co-ordination of effort of other city and public agencies.
(d) Co-ordination of activities of all units.
(e) Request for additional personnel and equipment.
(f) Co-ordination of the duties of those in charge of staging area, police line, disaster scene, connecting routes, temporary morgue, first aid stations, press and information centres, property recovery, etc.

V DISASTER FIELD HEADQUARTERS

1. ESTABLISHMENT

(a) A Disaster Field Headquarters will be established to provide control, co-ordination and communications.
(b) The Disaster Field Headquarters will be established by the first supervisor at the scene at the most suitable location where telephone communications will be established with the Operations Room.
(c) In the initial stages of the operation it is advisable to keep one telephone line open from the Disaster Field Headquarters to the Communications Bureau.
(d) The Communications Bureau will be advised of the location of the Disaster Field Headquarters and all telephone and other communication facilities used at the scene.
(e) Disaster Field Headquarters will be the Control Centre for the Operation. The Disaster Control Officer will operate from the Disaster Field Headquarters and all other agencies and departments at the scene will be conducted from this location.
(f) All information concerning the operation must be transmitted to the Disaster Field Headquarters, enabling an evaluation of conditions. A summary of information must be available at the Operations Room, enabling the officer in charge to take appropriate action.
(g) It may be necessary to relocate the Disaster Field Headquarters, and consideration must be given to a more permanent structure based on an estimate of the work load and the duration of the disaster. If the Disaster Field Headquarters is moved, information concerning the new location shall be left at the old location for the direction of all personnel. The Communications Bureau will be notified of all telephone services in the new location.
(h) The following will be considered in choosing a location:
    i. number of personnel to be mobilized
    ii. number of other agencies to be mobilized
    iii. availability of telephone service
    iv. number of anticipated casualties (dead, injured, displaced persons)
    v. availability of space for administrators and clerical workers
    vi. probable time the disaster will last
    vii. facilities for parking Disaster Field Headquarters vehicles and other communications equipment
    viii. distance from scene of actual disaster operations
    ix. convenience to other facilities such as headquarters for other commands and agencies, press centre, etc.
    x. freedom from smoke and protection from weather.

2. DIVISION FIELD HEADQUARTERS

In addition to the Disaster Field Headquarters, during a large operation, each subordinate commander may establish a Fiel Headquarters. The activities of each particular branch will be controlled from this point.

However, no independent action should be instituted without notifying the Disaster Field Headquarters. If established, the subordinate commander will assign a supervisor to the Disaster Field Headquarters and maintain liaison between Field Headquarters and the Disaster Control Officer.

3. DISASTER FIELD HEADQUARTERS FILE

The Disaster Field Headquarters will maintain a card file containing two types of cards:

Aided Cards (3x5) dealing with injured or dead persons, and

Index Cards (4x6) dealing with evacuees and inquiries.

These will record:

(a) Aided Cards prepared at the First Aid Station and Aided Cards prepared by Disaster Field Headquarters, based on the information received from hospitals.

(b) Aided Cards received from the Temporary Morgue at the scene with information obtained from the hospital morgues entered thereon will be kept in the rear of this file.

(c) Index Cards prepared by the officer in charge of the Temporary Shelter, containing the names and addresses of all persons evacuated and the address if any, of relocation or shelter, will be forwarded to the Disaster Field Headquaters for inclusion in this file.

(d) An Index Card of each inquiry concerning a possible victim not on record shall be prepared by the Information Centre, forwarded to the Disaster Field Headquarters and filed alphabetically. If information is received later, the Index Card will be removed and if warranted, an Aided Card will replace it in the file. The person making the inquiry, if entitled to the information, will be advised.

4. DISASTER FIELD HEADQUARTERS LOG

(a) The Disaster Field Headquarters Duty Book will be maintained in the same manner as a divisional duty book. Entries will be made in chronological order.

(b) The following will be entered in the Disaster Field Headquarters Duty Book:

i. the first entry will include the identity of the member assigned to maintain the Duty Book and the time commenced.

ii. the identity of the officer in charge and description of the occurrence.

iii. requests for additional personnel and equipment.

iv. assignment of personnel.

v. identification of officials of this Force and other agencies at the scene.

vi. a record of all messages transmitted and received (including time and person receiving or transmitting message).

vii. orders given, action taken, procedures adopted and developments

viii. visits of officials of this Force.

(c) When the Disaster Field Headquarters is disbanded, the Duty Book will be forwarded to the Division concerned where all the necessary entries shall be made. The duty book should become a supplement to the divisional duty book.

5. NOTIFICATION

(a) When a friend or relative is notified, the name, address and relationship of the person notified will be entered on the Aided Card.

(b) When all victims are accounted for and the Disaster Field Headquarters disbanded, the Aided cards will be forwarded to the division for record purposes. The officer in charge will check that all Aided Cards are completed and notifications have been made prior to filing these cards.

VI PERSONNEL ASSIGNMENTS AND STAGING AREAS

1. PERSONNEL ASSIGNMENTS

Assignments of all members will be entered in the Disaster Field Headquarters Duty Book.

Members should be assigned whenever possible, to duties similar to their regular duties.

Members reporting to the staging area will be subject to the direction of a senior officer. They will remain at the staging area unless given a specific assignment.

(a) Divisional Personnel

Divisional personnel will report to the staging area and will be assigned as follows:

i. Supervisory officers as aides to the Disaster Control Officer.

ii. Constables to maintain police lines; staff Disaster Field Headquarters; Morgue: First Aid Station, Press Information Centre; assist other units at scene; patrol disaster route; other duties as directed by the Disaster Control Officer.

iii. The supervisory officer at the scene may direct the operators of responding vehicles to return to their respective units upon delivery of personnel to the scene.

2. INVESTIGATIVE BUREAUX

Members of the Investigative Bureaux will report to the staging area. They will be assigned as follows:

(a) Supervisory officers as aides to the Disaster Control Officer; in charge of various phases of investigative functions as directed by the Disaster Control Off

(b) Sergeants will be assigned by a supervisory officer of the Investigative Bureau to various investigative activities required at the scene. Among these duties are the following:

i. Investigate the cause of the incident.
ii. Obtain statements of victims and witnesses.
iii. Ascertain if a crime has been committed.
iv. Arrest and detain violators.
v. Search for and safeguard evidence.
vi. Search buildings and surrounding area for possible victims and property.
vii. Prevent looting.
viii. Question unauthorized and/or suspicious persons.
ix. Assist District Investigative Bureau Inspector in identification of dead, injured, and missing persons.
x. Record and identify property.
xi. Other duties as directed by senior officers.

3. OFF DUTY PERSONNEL

Off duty personnel will report to the Staging Area. Investigative sergeants and plainclothesmen will pin their badges on their outer garments. Assignments of off duty members will be based on requirements of the disaster, consideration given to the branch of the Force to which the member is assigned.

4. AUXILIARY POLICE

All Auxiliary Police personnel responding to the scene will report to the staging area.

5. OTHER DEPARTMENTS AND AGENCIES

The Communications Bureau will notify the other departments and agencies of the staging area location where they will report. A record will be kept in the Duty Book and the information forwarded to the Disaster Field Headquarters. Included will be the name of the Department or Agency, the type of equipment, the name of the person in charge and the number of personnel.

6. RECORD OF ASSIGNMENTS

An accurate account of all personel and equipment must be kept at the staging area and forwarded to the Disaster Field Headquarters. If needed, the C.I.B., Traffic, etc., will maintain their own Duty Sheet, containing personnel assignments, action taken, unusual occurrences, etc. This will in no way relieve the responsible officer of notifying the Disaster Field Headquarters of the required information.

VII STAGING AREA AND PARKING AREA

1. Staging Area

The officer in charge on the scene will designate a staging area within the outer perimeter. A radio will be used at this location to keep the Disaster Field Headquarters informed of the number of personnel and types of equipment available. A loud hailer or Community Service Traffic Safety Sound Truck Public Address System may also be used to issue instructions within this area.

2. PARKING AREA

(a) Police Vehicles

The officer in charge will designate an area for vehicle parking. A sergeant will be assigned to this area to supervise personnel. A loud hailer or Public Address Truck will also be used in this area.

(b) Ambulances

i. The Communications Bureau will direct Ambulance Department vehicles to the ambulance parking, designating the emergency response route to be used.
ii. The area designated will be used exclusively by Ambulance Department vehicles. This area will be policed to prevent the entry of unauthorized vehicles.

VIII PARKING AREA REGULATIONS

1. Members assigned to the parking area must control the manner in which vehicles are parked.
2. If practicable, operators will remain with their vehicles.
3. Vehicles will be parked as not to obstruct other vehicles entering or leaving.
4. Establish a parking pattern, for example: Require all cars to angle park (45 degrees) at the curb or in rows in an open area.

IX POLICE LINES AND CROWD CONTROL

1. POLICE LINES

Police Lines must be established without delay. The purpose is to seal off the area so vehicles and equipment will not interfere with operations.

At a large-scale disaster, it is usually necessary to establish a double set of police lines.

Inner Perimeter or security area - will include only the immediate disaster area and First Aid Stations.

Outer Perimeter - will include the entire area affected by arriving personnel and equipment, the Staging Area, Disaster Field Headquarters, Temporary Morgue, Press Centre, Parking areas, etc.

(a) Inner Perimeter Security Area
This area include only the immediate disaster area. All but essential personnel and equipment shall be excluded.

(b) Outer Perimeter

i. This line will be considered the actual police line. The area may encompass several blocks. It should be established in accordance with requirements for pedestrian and traffic control.

ii. The perimeter line should be set up at the corners of streets from building to building, minimizing the need for barriers and in addition, persons and vehicles may be dispersed in several directions.

iii. Only one well-policed entrance or check-point should be allowed. A second entrance through the lines may be maintained on the opposite side of the perimeter to facilitate the entry of emergency personnel and equipment. Personnel and equipment arriving at the entrance check-point will be directed to the parking area, staging area or other special location.

iv. Members maintaining police lines will prohibit unauthorized persons and will direct authorized personnel and equipment to the entrance check-point. Emergency personnel and equipment will not be delayed or re-routed. Emergency personnel and equipment will be allowed through the lines at any point and directed to the scene. The officer in charge of that portion of the lines will notify the Disaster Field Headquarters of the number of personnel and the type of equipment that passed through.

(c) Rope

Rope is useful as a temporary aid in establishing police lines, particularly while awaiting the arrival of sufficient manpower and barriers.

(d) Barriers

i. Wooden barriers in eight o fourteen foot lengths make it possible to maintain police lines effectively with a minimum of manpower.

ii. By indicating lines to be established on a divisional map, a rough estimate may be made of the number of barriers required. Allow four barriers for average streets and seven barriers for wide streets.

iii. Sufficient personnel and supervisors shall be assigned to barrier control to ensure the appropriate security and control of the scene.

(e) Personnel Permitted Through Police Lines

The following personnel will be permitted through police lines:

i. Members of Metro Council and Police Commission

ii. All working public service agencies, e.g., ambulance, works, gas, etc.

iii. All holders of Police Emergency Passes

iv. Working pressmen, photographers report to Press Centre ONLY.

v. Depending on circumstances, residents or workers.

(f) Vehicles Permitted Through Police Lines

i. Members of Metro Council and Police Commission, subject to identification.

ii. Police and Fire Department vehicles.

iii. Ambulance Department vehicles.

iv. Municipal vehicles, if on duty, in connection with the disaster.

v. Mail trucks (if necessary).

vi. Vehicles of all Municipal Service Agencies, e.g., Works, Gas, Hydro, etc.

vii. Vehicles of volunteer agencies e.g., St. John, Red Cross, Salvation Army, etc.

2. CROWD CONTROL

At any disaster scene, there is a tendency for large crowds to collect. This creates additional problems and necessitates the assignment of numerous personnel to control the situation. The danger of additonal injuries, hysteria, interference, and looting is possible if large crowds are permitted to develop. To prevent this condition, the following will be complied with:

(a) Inner Perimeter

i. Establish police lines immediately.

ii. Remove all unauthorized persons from the immediate area of disaster.

iii. Allow only authorized persons to enter the area.

iv. Restrict entry into the area to one or two points through police lines.

v. Assign a senior supervisor at these points to check identity of persons desiring entry.

vi. Disaster Control Officer shall keep the officer assigned to check-points informed as to the locations of the various phases of the operation so that he may direct authorized persons to the various locations and prevent their wandering in the area.

vii. e any locations wi... ...e lines where a large number of persons are gathered, (i.e. schools, theatres, etc.) where there is no immediate danger, evacuation will be delayed until it can be accomplished safely.

viii. Detail members to hospitals re: traffic and crowds at Emergency entrance.

(b) Realignment of Barriers

Persons crowding against barriers constitutes an additional problem. A large crowd may become unruly when its movements are restricted and the area becomes too congested. The member in charge at an area where large crowds are beginning to form must realize the necessity of either dispersing or dividing the crowd into smaller groups before the congestion becomes unmanageable. Barriers may be realigned or additional police lines may be formed far enough away to correct the condition.

If it becomes necesary, because of conditions at the scene, to move the police lines farther to the rear, a new line of barriers should be erected in the rear, prior to moving the crowd. When the new line is established, the crowd will be directed behind it.

The original line of barriers will not be moved until the crowd has been relocated behind the new line.

(c) Shut Off Lines

Shut off lines may also be established in the rear of the existing lines to further regulate the formation of crowds.

At the scene of a disaster, the public must be kept a sufficient distance from the scene to prevent their interference with operations. Also to protect them from any danger such as explosion, building collapses, radioactivity or gas. Where possible keep the public informed.

(d) Mounted Police

Mounted Police have proven invaluable for crowd control. If large crowds assemble and the situation warrants their use, the Disaster Control Officer may request their assistance. They may be quickly transported to the scene by horse van.

X EVACUATIONS

1. EMERGENCY AREA

(a) Because of damage caused by a disaste specific buildings in an area may require evacuation. Actual damage or potential hazards must be considered. The lack of sanitation facilities, utility services or other health hazards may necessitate evacuations.

(b) Evacuations may be initiated by authoz ized representatives of all appropriate public agencies in consultation with the Disaster Control Officer, e.g Fire Chief, Medical Officer of Health, Works Commissioner, etc.

2. CO-OPERATION WITH DEPARTMENT OF SOCIAL SERVICES

See Addendum and District Plans

3. FACTORS TO BE CONSIDERED

Serious consideration must be given to the following prior to decision re: movement of people affected:

(a) The area to be evacuated. This may include the area of actual damage and the area of potential danger due to drifting gas, radioactivity, subsequent explosion, etc.

(b) The approximate number of persons to be evacuated. (Consult with Department of Social Services, Department of Ambi ance Services and other Agencies).

(c) The sick, aged and infirm. (Consult wit the Department of Ambulance Services, Hospitals and Department of Social Services.

(d) The probable period of evacuation. (Cc sult with the Department of Social Services regarding facilities available)

(e) Temporary Shelter, food and clothing if necessary. (Consult with the Depart ment of Social Services and Department of Ambulance Services).

(f) Transportation, if necessary. (Consult with the Department of Social Services and Department of Ambulance Services.

(g) Necessary instructions to be given evacuees on such matters as - clothing to carry, securing premises, etc.

(h) Protection of abandoned buildings.

4. NOTIFICATION

(a) Information regarding all evacuees and persons relocated shall be entered on a 4x6 Index Card at the Temporary Shelter listing the following:

i. Particulars of person

ii. Address of Persons (including apartment number)

iii. Address of relocation, shelter or other disposition

iv. Agency involved, (Department of Social Services, Salvation army, etc.)

These cards will be marked across the top "Evacuees" and when completed, shall be forwarded to Disaster Field Headquarters for inclusion in the file, alphabetically with the Aided Cards and Persons Inquired For Cards.

(b) In addition, a list shall be prepared in duplicate, containing the above information. The original copy will be forwarded to the Information Centre. The duplicate will be kept at the Temporary Shelter.

5. SEARCH AND SECURITY OF EVACUATED BUILDINGS

(a) Buildings to be evacuated must be thoroughly searched for persons remaining in the premises. Search teams consisting of Sergeants and uniform personnel will be assigned to search each building.

(b) A systematic search will be made of all rooms and other areas to assure all persons have left the premises. Special attention must be given to ensure children, aged, infirm or bedridden patients or persons living alone do not remain in the building.

(c) i. Potential hazards should be eliminated in these premises; gas electric and water should be turned off.

ii. Consideration must be given to the necessity of shutting off utilities at the main inlets. If such action is taken, service must be restored by the utility company representative; or by the person in charge of the premises.

(d) A record will be maintained, listing the buildings searched and identity of the supervisory officer and personnel assigned.

(e) Security must be established and maintained to prevent unauthorized entry into the evacuated premises. This will include assigning uniformed personnel to the front, rear, and roof if necessary. The assignments will be the responsibility of the superior officer in charge of evacuations. A list of assignments will be forwarded to the Disaster Field Headquarters.

XI FIRST AID STATIONS

1. ESTABLISHMENT OF FIRST AID STATIONS

The Metro Ambulance Services is responsible for the establishment of First Aid Stations at the Disaster site.

XII THE TRIAGE PROCESS

The Metro Ambulance Services is responsible for sorting (Triage), provision of first aid and transportation of injured, reinforced by professional skills.

see: Health General
Ambulance General

XIII TEMPORARY MORGUE

1. LOCATION

The Disaster Control Officer shall cooperate with the Coroner in establishing a Temporary Morgue, if necessary. Generally, the availability of air conditioning, refrigeration, protection from the weather and removal from public view will be primary considerations.

2. PERSONNEL

(a) Inspector or other officer designated by the Disaster Control Officer.

(b) Personnel to maintain order.

(c) Clerks, for clerical and telephone duty; Police personnel to guard and escort bodies.

(d) Sergeants, members of Homicide Squad (Missing persons) and Identification Bureau personnel.

3. EQUIPMENT

(a) Body bags and shrouds.

(b) Property tags.

(c) Aided Cards.

(d) Envelopes and stationery.

(e) Duty Book pages.

(f) Telephones

(g) Identification Bureau Equipment.

4. DISPOSITION OF BODIES

The identification of bodies found at the scene will be the responsibility of the Homicide Squad. To facilitate this operation, the following procedures will be followed in the event of a multiple death incident.

(a) Instructions are to be given not to remove bodies from the disaster scene until all possible identifying data has been recorded (i.e., exact location found, articles nearby and their position relative to the body).

(b) Subject to (a) all bodies and parts will be removed to the Temporary Morgue at the direction of the Coroner.

(c) Previous to removal of human remains adequate containment and identification must take place as directed by the Coroner.

i. An accurate description of each body, the location where found and the identity of the person who removed the body to the Temporary Morgue.

ii. A serial number commencing with number one (1) will be assigned to each body. This number will be entered on the Aided Card and in the Temporary Morgue Duty Book.

iii. Aided Cards prepared at the Temporary Morgue will be forwarded to the Disaster Field Headquarters for inclusion in their file.

(d) Constables will be assigned to guard bodies and ensure they are escorted to the Temporary Morgue.

XIV IDENTIFICATION

1. Homicide and Missing Persons Bureau will be responsible for the identification of dead human bodies. They will be assisted by the Identification Bureau.

2. As identifications are made, notifications will be made to Disaster Field Headquarters for completion of Aided Cards on file.

XV PUBLIC INFORMATION CENTRE

Public information and press relations are dealt with in addendum Public Information General and District Plans.

XVI RECOVERED PROPERTY

A Temporary Property Office should be established adjacent to the Temporary Morgue and a senior supervisor of the Criminal Investigation Branch be responsible that all property recovered at the scene is collected, safeguarded, itemized and finally disposed of as indicated below. Equipment is necessary - tables, chairs, small plastic bags, etc.

1. PROPERTY FOUND ON BODIES

(a) Property found on a dead body will remain with the body until properly tagged and recorded. Property found in the vicinity of the body will not be considered as necessarily belonging to that particular body. However, as this property may aid in the identification of the victim, careful record shall be maintained of its proximity to the dead body for notation on property tag including a description of the property, the serial number of the body near which it was found and its position relative to the body.

(b) The bodies shall be placed in a body bag or shroud at the scene for removal to the morgue (See Temporary Morgue).

(c) At the morgue, the bodies will be searched by the constable assigned and a sergeant from the Missing Persons Bureau supervised by a staff sergeant from the division where the morgue is located.

(d) Each District Headquarters will stock a supply of No. 3 Kraft tags (Kraft tags are brown 3½"x2" cardboard tags with a reinforced hole in one end to attach to wire) and reels of fine wire. These will be used on rings, jewellery and on property difficult to describe. The tags and wire will be kept separate from the regular stores and used for emergency purposes only.

(e) When property is removed from a body it will be handled as below:

i. Property for viewing and possible identification will be the responsibility of the officer in charge of the Temporary Property Office.

ii. Part 4 of the Homicide and Sudden Death Report listing the property removed from the deceased will be kept at the Temporary Property Office along with the property.

iii. Copies 1, 2 and 3 of the report will be forwarded to the Records Bureau.

iv. When the property is no longer required by the officer in charge of the Morgue or the Temporary Property Office it will be forwarded, with the Homicide and Sudden Death Report and Property Tags to the Public Property Bureau.

v. Number 2 copy of the Homicide and Sudden Death Report will be forwarded by the Records Bureau to the division of occurrence.

vi. Number 3 copy of the Report will be sent by the Records Bureau to the Disaster Control Officer.

2. PERSONAL PROPERTY FOUND AT SCENE

(a) Personal property, other than that found on the bodies, will be collected at the scene and delivered to the Temporary Property Office. The officer finding the property will make notes on the tag describing the property and the location where found (including serial numbers of bodies and the immediate vicinity and position relative to bodies).

(b) Members of the Missing Persons Bureau will sort the property. Items such as operators licenses, identification cards, business cards, etc. will be included with other personal property to assist in the identification.

(c) Number 3 Kraft tags and wire will be used to identify all property found at the scene.

(d) It may be practical to indicate the location of found items on a divisional map. If a smaller area is involved a sketch or photograph of the area indicating locations of bodies and property may be helpful in establishing the identity of dead and unconscious persons. This will be made on the back of the Kraft Tag.

3. CARGO

All cargo and similar property found at the scene will be collected, tagged and safeguarded at the scene and recorded at the Disaster Field Headquarters pending removal to the Temporary Property Bureau where it will be sent to the Public Property Bureau.

4. AIRCRAFT

The Aircraft Accident Investigation Division of the Ministry of Transport has the responsibility to investigate all accidents in Canada involving Civil aircraft, both of Canadian and foreign registry.

(a) NOTIFICATION

Upon notification that a Civil aircraft has been involved in an accident, the information should immediately be transmitted directly to the Supervisor, Air Traffic Control at Toronto International Airport.

Telephone (416)676-3011
676-3077
676-3078

The Air Traffic Control Centre will be kept informed of the whereabouts of the Accident Investigators on duty and will co-ordinate the initial notification. This procedure will also ensure ATC's firsthand knowledge of any situation effecting activities under their control or supervision. The assistance and co-operation of police forces is requested to secure, preserve and guard the accident site until the arrival of the Investigating team. With the exception of action to rescue or remove survivors or injured persons and extinguish or prevent fire, it is imperative that no persons disturb, displace, destroy or remove any wreckage or contents therein. The preservation of [illegible]s on the gound or objects along the accident trail is of critical importance.

Where it is necessary to disturb the site to facilitate rescue or fire fighting operations, the original positions and conditions should, whenever possible, be documented and, if possible, photographed.

In all cases, the Investigator-in-Charge will contact the reporting agency as soon as possible after notification for any additional information required and he will advise them whether or not the nature of the accident requires his personal attendance and, if so, provide an estimated time of arrival at the scene.

(b) INFORMATION

The following particulars are requested in the initial or subsequent messages to ATC and should be in the sequence as laid down in the Aeronautics Act under Series VIII, No. 1 of the Air Navigation Orders:

i. Type, nationality and registration marks of the aircraft.
ii. Name of the owner, operator and hirer, if any, of the aircraft.
iii. Name of the pilot-in-command of the aircraft.
iv. Date and time of the accident.
v. Last point of departure and point of intended landing of the aircraft.
vi. Position of the aircraft with reference to some easily defined geographical point.
vii. - number of crew killed and number of crew seriously injured.
- number of passengers killed and number of passengers seriously injured.
viii. Nature of the accident and the extent of damage to the aircraft.

5. MAIL

All mail found at the scene, regardless of its condition, will be collected and guarded at the scene and held for the Postal Inspectors. An entry will be made in the Disaster Field Headquarters Duty Book prior to delivery to the Inspectors, including the name and identification number of the Inspector.

XVII UTILITIES

1. NOTIFICATION TO RESIDENTS

Occupants in the area affected should, if possible, be notified prior to the actual shut off of utilities. The Gas Company will look after the notification of users when the gas is [illegible]on. Care must be taken to avoid [illegible]eated by explosion as a result [illegible] etc.

The area involved in the shut off may encompass several blocks or an individual building. If the affected area is large, the Disaster Control Officer may direct the use of trucks with Public Address Systems or loud hailers to make public announcements throughout the area concerned.

2. OTHER NOTIFICATIONS

In the event that it becomes necessary to shut off utility services in a large area, notifications shall be made to Disaster Field Headquarters prior to shut off, if possible. Disaster Field Headquarters will notify Operations Room who will notify:

(a) Fire Department - of water shut off
(b) Press and Information Centres
(c) Other agencies affected
(d) local radio stations.

Entries of services shut off will be made in the Disaster Field Headquarters Duty Book, including the following:

(a) Type of utility
(b) Area affected
(c) Addresses of buildings affected
(d) Name and identity of official ordering shut off
(e) Location of shut off, i.e., location of main valve or terminal, etc.
(f) Notification made, including identity of person notified and agency concerned.

XVIII PROPERTY DAMAGE

If an emergency occurs involving a great deal of property damage, the following must be considered:

1. SURVEY OF AREA

The immediate area of the emergency will be surveyed by members of the departments and agencies concerned, to ascertain damage caused by the occurrence and to determine the possible hazards which may have been created. All information obtained as a result of these surveys will be reported to the Disaster Control Officer and entered in the Disaster Field Headquarters Duty Book.

2. EVACUATED BUILDINGS

(a) Buildings that are to be completley or partially evacuated must be thoroughly searched for persons remaining in that part of the building declared unsafe.

Search teams consisting of sergeants and uniformed men will be [illegible] to search each building [illegible] y of the specific assignments will be made in the Disaster Field Headquarters Duty Book, including the names and numbers of members, addresses of buildings searched and whether the building was completely evacuated.

(b) The Disaster Control Officer will assign municipal inspectors as appropriate to determine whether the evacuated buildings are fit for habitatio. Circumstances may indicate the necessity for shutting off utility service in the evacuated buildings to preven fires, floods, and other hazards. This operation should be performed by various utility company representatives on the scene. In the absence of sufficient personnel from the utility company emergency crews, the police officer in charge of evacuations may direct police personnel to accomplish this additional safeguard.

(c) Entry of the fact that utility service has been shut off at any location wil be made in the Disaster Field Headquarters Duty Book.

(d) If water is shut off in any buildings or areas, notice will be given to th Fire Department Officer at the scene.

(e) Whenever utility service has been shut off at the building source, main valv and switches, service will not be restored by police personnel. Persons in charge of such premises will be notified to request restoration of service by utility company personnel concerned and to take necessary precautions to prevent damage from open sources within the building, gas pilot lights, faucets, etc.

(f) Buildings found unfit for habitation will be guarded by uniformed constabl They will prevent unauthorized entry into the building and prevent the removal of all property except upon authorization of a responsible supervis of the Department. An entry of this assignment shall be made in the Disaster Field Headquarters Duty Book.

3 UNSAFE CONDITIONS

Unsafe conditions such as holes, dangerous areas, unsafe buildings, etc. will b guarded to prevent possible injuries. Barriers, rope or manpower will be utilized for this purpose.

4. VALUABLE PROPERTY

Valuable property left unattended by the owner will be guarded at the scene until removed by the owner or sent to the Public Property Bureau. An effort will be made to have the owner safeguard the property. If the property is claimed by the owner at the scene, a receipt will be obtained and file[illegible] isaster Field Headquarters D[illegible]

5. PREVENTION OF LOOTING

At the scene of a large-scale disaster, property and evidence may be strewn over a large area and must be protected. It is the responsibility of each member at the scene to prevent tampering with evidence and to guard against looting. This also includes "souvenir" collectors. The proper control over police lines and the check-points will assist in safeguarding property and evidence by excluding unauthorized entry into the area.

If necessary, arrangements will be made for sergeants and uniformed personnel to guard particular areas against looting.

XIX REPORTS

1. The Disaster Control Officer will arrange to transmit an initial report and frequent reports during the initial stages, and successive reports by telephone every two hours, to the Chief of Police. These will contain a brief description of the nature of the disaster, new developments, area affected, number dead, injured, rescued or evacuated, nature and extent of property represented at the scene, any special measures adopted, requests for additional manpower and equipment and other pertinent information. Proper entries will be made in the Disaster Field Headquarters Duty Book.
2. The Disaster Control Officer will submit a daily report to the Chief of Police giving a brief account of progress, number of bodies recovered, property recovered, and disposition, area of operations, amount of police equipment and personnel at the scene and all other pertinent information.
3. The Disaster Control Officer will submit a final report to the Chief of Police which, in addition to a summary of the above, will contain a location list showing the estimated property damage. Attached to this report will be the reports submitted by all Unit Commanders at the scene.
4. All Unit Commanders at the scene will submit a report to the Disaster Control Officer containing the following information:
   (a) Action at scene
   (b) Personnel and equipment used
   (c) Problems encountered
   (d) Recommendations if any upon completion of the assignment.
5. All supervisors assigned to a disaster will submit a report to his Unit Commander of all action taken, problems encountered and recommendations.

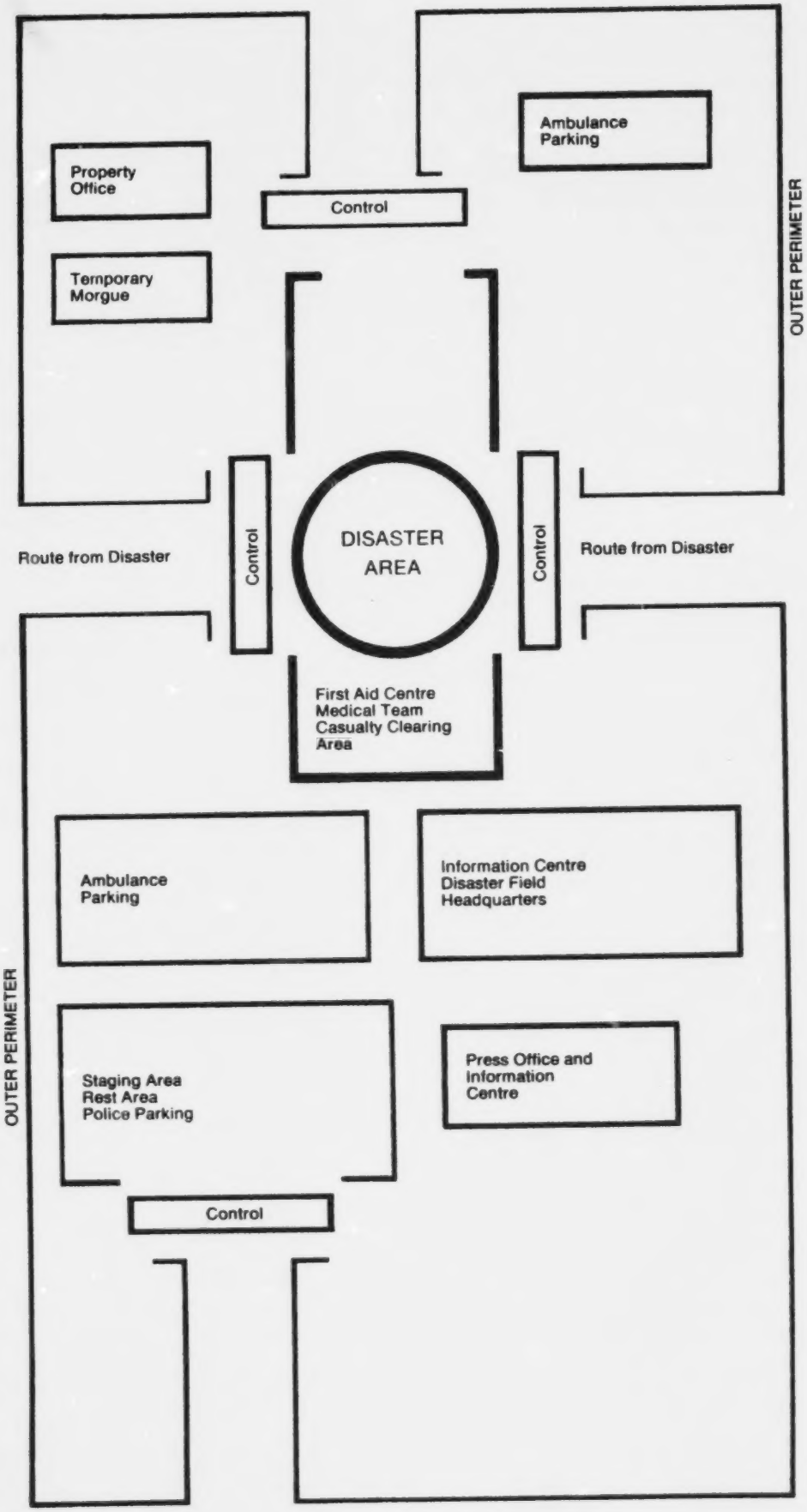
CONCLUSION

Police functions at the scene of a major disaster and those at a minor incident vary in degree but not in nature. The protection of life and property, the preservation of the peace, enforcement of laws, prevention of crime and the apprehension of violators are the responsibilities of the police.

The public turn to the Police Force for assistance in times of emergency.

POLICE MUST:

1. Know their responsibilities and carry them out in an effective manner.
2. Know the duties, responsibilities, functions and facilities of other agencies and departments and alert them whenever the situation requires their assistance.
3. Enable the personnel and equipment of responding departments and agencies to proceed to the scene expeditiously and without interference. Also to work at the scene free from interference by spectators and other unauthorized persons.



Metropolitan Toronto
Emergency Planning Guide Chart Number 9

FIRE

Ontario

Ministry of the Solicitor General

Office of the Fire Marshal

Public Safety Division

590 Keele Street
Toronto, Ontario
M6N 4X2

METROPOLITAN TORONTO EMERGENCY FIRE SERVICE PLAN

FIRE CHIEF B. A. BONSER
METROPOLITAN FIRE CO-ORDINATOR

EMERGENCY FIRE SERVICE PLAN

INDEX

	PAGES
General	1
Authority	1
Responsible Officers	1
Definition of Emergency	1
Implementation	1
Aim	1
Execution	1
Approval	1
Participating Municipal Fire Departments	2
Map of Metropolitan Toronto	3
Mobilizing Procedures	4
Fire Co-ordinator	4
Assistant Fire Co-ordinators	4
Response Assignment – East York	5
Map of East York	6
East York Fire Stations – Locations	6
Call Signs and Special Equipment	7
Response Assignment – Etobicoke	8
Map of Etobicoke	9
Etobicoke Fire Stations – Locations	9
Call Signs and Special Equipment	10, 11
Response Assignment – North York	12
Map of North York	13
North York Fire Stations – Locations	13
Call Signs and Special Equipment	14, 15
Response Assignment – Scarborough	16
Map of Scarborough	17
Scarborough Fire Stations – Locations	17
Call Signs and Special Equipment	18, 19
Response Assignment – Toronto	20
Map of Toronto – Locations	21
Toronto Fire Stations – Locations	21
Call Signs and Special Equipment	23, 24, 25, 26
Response Assignment – York	27
Map of York	28
York Fire Stations – Locations	28
Call Signs and Special Equipment	29

1. **GENERAL**

This plan outlines the control, procedures and method of operation of the Fire Service in Metropolitan Toronto during an emergency.

2. **AUTHORITY**

This plan has been prepared under the authority vested in Fire Chief B. Bonser by Order No. 2049/77, approved by Provincial Government Order-in-Council.

This plan will be known as the Metropolitan Toronto Emergency Fire Service Plan. It outlines the action to be taken in the event of a major emergency such as –

(a) A major fire or rescue emergency in which the fire Service will be in charge at the face of the incident and other agencies will act in the role of support services.

(b) An emergency which may call for specific Fire Service participation in support of other agencies.

(c) A natural or national emergency so declared by the Federal or Provincial Governments.

(d)

3. **RESPONSIBLE OFFICES**

The responsibility of the production, maintenance and implementation of this plan lies with the Fire Chief of the City of Toronto. The responsibility of the execution of the plan at an incident will lie with the Chief Fire Officer in whose municipality the incident occurs.

4. **DEFINITION OF EMERGENCY**

Insofar as this plan is concerned an emergency will be defined as a situation involving fire or rescue at which the Fire Chief at the scene deems his resources inadequate for the proper protection of life and property involved. His resources being taxed beyond an acceptable level, he will, in effect, declare a Fire Service Emergency to exist in his municipality and thus activate the plan as per Mobilizing Procedures.

5. **IMPLEMENTATION**

The procedures and methods outlined in this plan will be implemented in the event of an emergency situation which falls within the definition outlined in Section 4.

When the Chief Officer of any Fire Department in Metropolitan Toronto has a situation of this nature he may request aid by contacting the Fire Co-ordinator of Metropolitan Toronto through Fire Communications of the City of Toronto Fire Department.

Aid will be dispatched, as requested, and the necessary fill-in undertaken as required.

6. **AIM**

The aim of this plan is to provide Metropolitan Toronto with a means of marshalling maximum resources for the operation of life and property in an emergency falling within the jurisdiction of the Fire Service.

7. **EXECUTION**

The plan will be executed using procedures standard to the Fire Service in operations involving Fire Fighting and rescue. Any modifications or amendments are made only as a means of furthering inter-departmental participation during an emergency.

Dispatch will emanate from the City of Toronto Fire Communications Centre. Radio procedures will be in accordance with the Fire Marshal's booklet "Radio Telephone Procedures for Fire Departments". The frequency of the Fire Marshal's Office may be used in an emergency situation.

Detailed methods of execution and activation of this plan will be as mutually agreed upon by all Metro Fire Chiefs.

8. **APPROVAL**

Adoption of the Emergency Fire Service Plan is subject to approval by the following Municipalities.

Borough of East York
Borough of Etobicoke
City of North York
Borough of Scarborough
Borough of York
City of Toronto

Insert → (d) A Declaration by The Council of The Municipality of Metropolitan Toronto, The Executive Committee, or its Chairman, to activate the plan for the co-ordination of response in the event of a disaster affecting the Metropolitan Toronto Area.

PARTICIPATING MUNICIPAL FIRE DEPARTMENTS

TORONTO – 100 Queen Street West, Toronto, Ontario. M5H 2N2		**Fire Emergency**	**363-2133**
		Office	367-7693
Chief Bernard Bonser	Res. 2350 Bridletowne Circle, Suite 707, Scarborough, Ont. M1W 3E6		496-1225
Deputy Norm Cassidy	Res. 25 Lark Street, Toronto, Ontario. M4L 3M5		691-9816
NORTH YORK – 5100 Yonge Street, Willowdale, Ontario. M2N 5V7		**Fire Emergency**	**221-3444**
		Office	224-6168
Chief Joseph Gibson	Res. 134 Harlandale Avenue, Willowdale. M2N 1P5		221-7848
Deputy Charles Jennings	Res. 97 Yorkview Drive, Willowdale. M2R 1J9		221-4253
Ass't Deputy Wm. Liekauf	Res. 180 Moore Park Avenue, Willowdale. N2M 1N2		225-9856
ETOBICOKE – 280 Burnhamthorpe Road, Islington. M9B 1Z5		**Fire Emergency**	**231-1111**
		Office	233-5838
Chief Bryan Mitchell	Res. 5 Dunstable Place, Weston, Ontario. M9R 3A9		244-3883
Deputy J. Ross Bissell	Res. 117 Laurel Avenue, Islington, Ontario. M9B 4T3		622-4320
Ass't Dep. Wm. Bevis	Res. 37 Risden Court, Etobicoke, Ontario. M9C 4E6		621-6513
SCARBOROUGH – 740 Markham Road, Scarborough, Ontario. M1H 2A9		**Fire Emergency**	**438-1222**
		Office	438-1231
Chief Wm. Wretham	Res. 20 Thomas Avenue, Highland Creek. M1C 1E5		282-1686
Deputy J. J. Ball	Res. 38 Cotton Avenue, Scarborough, Ont. M1K 1Z4		261-2209
Ass't Dep. Thomas Craig	Res. 86 Tower Drive, Scarborough, Ont. M1R 3P2		757-0187
YORK – 6 Lambton Avenue, Toronto, Ontario. M6N 2S1		**Fire Emergency**	**767-3193**
		Office	767-3506
Chief A. M. Beardshall	Res. 2010 Islington Ave. E., Suite 803, Weston, Ont. M6N 2S1		248-2312
Deputy Ron McCutcheon	Res. 65 Hallow Crescent, Rexdale, Ontario. M9W 2V8		741-1366
EAST YORK – 235 McRae Drive, Toronto, Ontario.		**Fire Emergency**	**421-9111**
		Office	421-9577
Chief G. Kerfoot	Res. 10 Glenrobert Drive, Toronto, Ontario. M4B 1J5		757-6098
Deputy John Miller	Res. 20 White Pine Avenue, Toronto, Ontario. M4B 2Z9		751-2177

PARTICIPATING MUNICIPAL FIRE DEPARTMENTS

THE MUNICIPALITY OF METROPOLITAN TORONTO

Metropolitan Toronto
Emergency Planning Guide Chart Number 10

MOBILIZING PROCEDURES

The Metropolitan Toronto Emergency Fire Service Plan may be activated by the Fire Chief of any Municipality of Metropolitan Toronto. The only requisite necessary for the activation of the plan is the proper protection of life and property as per Section 4, "Definition of Emergency".

The following procedures will be followed.

1. The Fire Chief of the requesting Department will contact Fire Communications of the City of Toronto Fire Department, and make his needs known.
2. The City of Toronto Fire Communications will contact the Metropolitan Toronto Fire Co-ordinator, or the Assistant Fire Co-ordinator to activate the plan.
3. All apparatus responding to such an emergency will be under the command of the requesting Fire Chief.
4. Call for further assistance or fill in, will be under the direction of the Metropolitan Toronto Fire Co-ordinator, or the Assistant Fire Co-ordinator.
5. It will be considered good practice by all Departments to inform the Co-ordinator of a possible activation. i.e. If the majority of their apparatus (70%) is involved in an incident they might be unable to cope with a further major incident at the same time.
6. The City of Toronto Fire Communications will be responsible for all assistance dispatched under this plan. Metropolitan geography and the running card system will guide their decisions. i.e. If Etobicoke requests assistance at their North-East boundary, it would be logical to dispatch North York equipment in the first instance.
7. The City of Toronto Fire Communications Centre will be responsible for communications. They will advise apparatus responding only if there is a change from their regular routine. It is possible we would want all apparatus at an incident to use the same radio frequency. In this case, we would likely switch to the frequency of the Ontario Fire Marshal's Office.
8. Care will be exercised by the dispatching authority to avoid dispatching too many vehicles as to deplete the resources of a single Department without providing fill-in units.

FIRE CO-ORDINATOR

B. A. Bonser, *Chief,*
Toronto Fire Department.

Phone:

Emergency 363-2133
Administration 367-7693
Home 496-1225

ASSISTANT FIRE CO-ORDINATORS

J. Gibson, *Chief,*
North York Fire Department.

Phone:

Emergency 221-3444
Administration 224-6168
Home 221-7848

B. Mitchell, *Chief,*
Etobicoke Fire Department.

Phone:

Emergency 231-1111
Administration 233-5838
Home 244-3883

W. E. Wretham, *Chief,*
Scarborough Fire Department.

Phone:

Emergency 438-1222
Administration 438-1231
Home 282-1686

A. M. Beardshall, *Chief,*
York Fire Department.

Phone:

Emergency 767-3193
Administration 767-3506
Home 248-2312

G. Kerfoot, Chief,
East York Fire Department.

Phone:

Emergency 421-9111
Administration 421-9577
Home 757-6098

RESPONSE ASSIGNMENT

FIRE DEPARTMENT – EAST YORK
Headquarters – 231 McRae Drive
Fire Chief – G. Kerfoot
Fire Department Telephone – 421-9111
Radio Frequency – 154.400MHz.
OFM Frequency – 154.070 MHz.

To implement Emergency Fire Service Plan

Fire Co-ordinator	Phone
City of Toronto Fire Communications	363-2133
Emergency Fire Service Assignment	363-2133

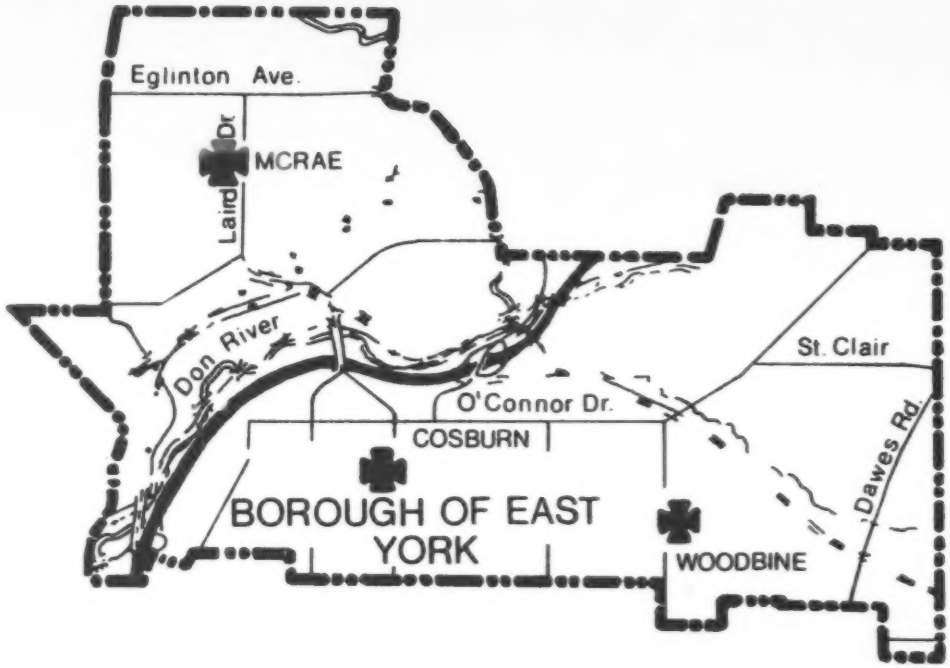
Appropriate Apparatus
Co-ordinator's Discretion

Etobicoke	231-1111
*North York	221-3444
*Scarborough	438-1222
*Toronto	363-2133
York	767-3193

Relocation of Apparatus

Co-ordinator's Discretion	363-2133

*Denotes bordering Municipality



BOROUGH OF EAST YORK
FIRE DEPARTMENT

Metropolitan Toronto
Emergency Planning Quadrant Chart Number 11

EAST YORK

Station No.	Call Sign	Special Equipment
McRae Station 231 McRae Drive	East York Pump #6	Foam Eductor, Playpipe and 10 gals. 3% Air Foam
	East York Pump #2	
	East York Aerial #1	Stokes Basket
	East York Car #1	
Cosburn Station 256 Cosburn Avenue	East York Pump #1	Foam Eductor, Playpipe and 15 gals. 3% Air Foam 2 Draegers Proximity Suit Partner K12 Saw
	East York Pump #3	Foam Eductor, Playpipe and 10 gals. 3% Air Foam 1 set Hydraulic Spreaders
	East York Car #2	Ajax Air Hammer
Woodbine Station 1313 Woodbine Avenue	East York Pump #4	Foam Eductor, Playpipe and 10 gals. 3% Air Foam 1 set Hydraulic Spreaders
	East York Aerial #2	Stokes Basket

RESPONSE ASSIGNMENT

FIRE DEPARTMENT – ETOBICOKE

Headquarters – 280 Burnhamthorpe Rd.

Fire Chief – B. Mitchell

Fire Department Telephone – 231-1111

Radio Frequency – 154.325 MHz.

OFM Frequency – 154.070 MHz.

To implement Emergency Fire Service Plan

Fire Co-ordinator	**Phone**
City of Toronto Fire Communications	363-2133
Emergency Fire Service Assignment	363-2133

Appropriate Apparatus
Co-ordinator's Discretion

East York	421-9111
*North York	221-3444
Scarborough	438-1222
*Toronto	363-2133
*York	767-3193

Relocation of Apparatus

Co-ordinator's Discretion	363-2133

*Denotes bordering Municipality

BOROUGH OF ETOBICOKE
FIRE DEPARTMENT
BOROUGH OF ETOBICOKE
C.N.R.
Albion Rd.
Humber River East Branch
Grove Rd.
Humber River
Martin
HIGHWAY 27
Rexdale Blvd
C.N.R.
Dr.
Carlingview
Belfield Rd.
Dixon Rd.
The Westway
York Rd.
Scarlett Rd.
Eglinton Ave.
Renfrew Dr.
HIGHWAY 427
Rathburn Rd.
Kipling Ave.
The Kingsway
Royal
Etobicoke Creek
Burnhamthorpe Rd.
Mimico Creek
Islington
Humber River
Bloor St.
Dundas St.
The West Mall
The Queensway
Evans Ave.
Horner Ave.
C.N.R.
Lake Shore Blvd.

ETOBICOKE

Station No.	Call Sign	Special Equipment
Station #1 615 Royal York Road	Etobicoke Pumper #1	4 Draeger Masks Hurst Rescue Tool
	Etobicoke Rescue #1	
Station #2 2120 Kipling Avenue	Etobicoke Pumper #2	4 Draeger Masks Hurst Rescue Tool
	Etobicoke Rescue #2	
Station #3 280 Burnhamthorpe Road (Headquarters)	Etobicoke Pumper #3	
	Etobicoke Aerial #3	Cascade system and High pressure compressor
	Etobicoke Car #11	
	Etobicoke Car #22	
	Etobicoke Car #33	
Station #4 3 Lunness Road	Etobicoke Pumper #4	Built-in Akron foam system and tanks
	Pumper #17 (Spare)	
Station #5 1724 Islington Avenue	Etobicoke Pumper #5	
	Etobicoke Car #2	

Station No.	Call Sign	Special Equipment
Station #6 308 Prince Edward Dr.	Etobicoke Pumper #6	
	Pumper #19 (Spare)	
Station #7 947 Martin Grove Road	Etobicoke Pumper #7	
	Etobicoke Aerial #7	
	Pumper #18 (Spare)	
Station #8 666 Renforth Drive	Etobicoke Pumper #8	Built-in Akron foam system and tanks
	Pumper #20 (Spare)	
Station #9 306 Eighth Street	Etobicoke Pumper #9	1976 Moody Boat Trailer 14' Aluminum Boat 25 H.P. Johnson Motor
	Etobicoke Aerial #9	
	Etobicoke Car #9	
Station #10 1549 Albion Road	Etobicoke Pumper #10	
	Etobicoke Aerial #10	
Station #11 267 Humberline Drive	Etobicoke Pumper #11	
	Etobicoke Aerial #11 (Spare)	
	Etobicoke Ladder Truck #6 (Spare)	
Station #12 155 The East Mall	Etobicoke Pumper #12	
	Etobicoke Truck #14	
	Etobicoke Car #1	

RESPONSE ASSIGNMENT

FIRE DEPARTMENT – NORTH YORK

Headquarters – 5100 Yonge St.

Fire Chief – J. Gibson

Fire Department Telephone – 221-3444

Radio Frequency – 153.830 MHz. (Operations #1)
153.395 MHz. (Operations #2)

OFM Frequency – 154.070 MHz.

To implement Emergency Fire Service Plan

Fire Co-ordinator	**Phone**
City of Toronto Fire Communications	363-2133
Emergency Fire Service Assignment	363-2133

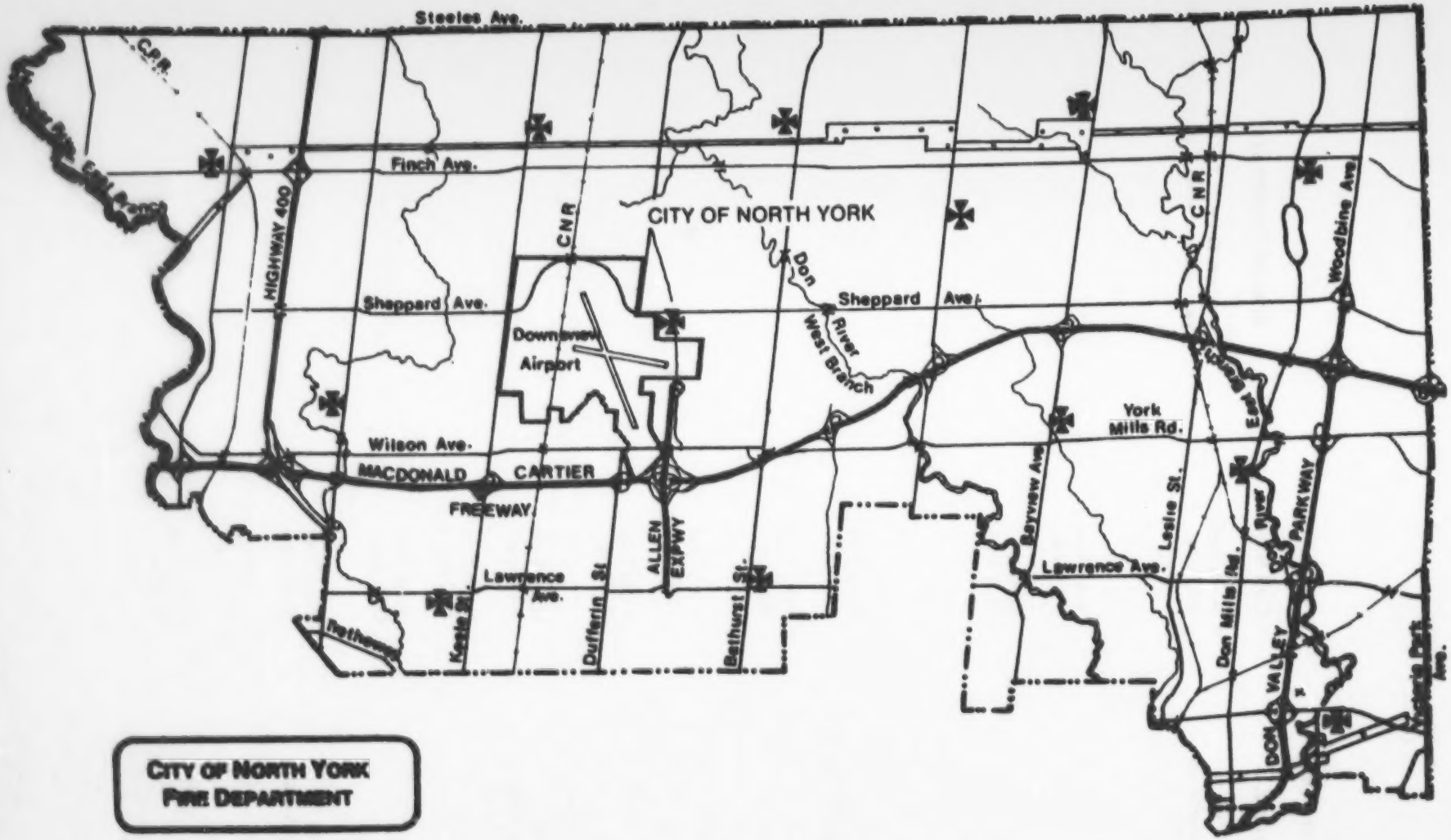
Appropriate Apparatus
Co-ordinator's Discretion

*East York	421-9111
*Etobicoke	231-1111
*Toronto	363-2133
*Scarborough	438-1222
*York	767-3193

Relocation of Apparatus

Co-ordinator's Discretion	363-2133

*Denotes bordering Municipality



CITY OF NORTH YORK
FIRE DEPARTMENT

Metropolitan Toronto
Emergency Planning Guide Chart Number 10

NORTH YORK

Station No.	Call Sign	Special Equipment
Station #1 5125 Yonge Street	North York #1 Pump	4 Wheel Drive ¾ Ton Pick-up – with portable 100 gal. diesel fuel tanks, for refueling fire vehicles.
	North York #1 Aerial	
	North York Chief #43	
Station #2 476 Lawrence Ave. W.	North York #2 Pump	
	North York #2 Pump 2	
Station #3 2350 Finch Ave. W.	North York #3 Pump	
	North York #3 Pump 2	
Station #4 2220 Jane Street	North York #4 Pump	
	North York #4 Pump 2	
	North York Chief #31	
Station #5 143 Bond Avenue	North York #5 Pump	
	North York #5 Aerial	
	North York Chief #33	

Station No.	Call Sign	Special Equipment
Station #6 2545 Bayview Avenue	North York #6 Pump North York #6 Pump 2 North York #6 Rescue--with winch	 3 Dragar Masks 1 Compressor 2 Entry Suit
Station #7 200 Bermondsey Avenue	North York #7 Pump North York #7 Pump	Additional Rescue Specialized equipment carried on rescue vehicles. Jack Hammers Paving Breakers Air Hammer Oxygen-Acetylene cutting equipment Skill Chain Saw (Electric) Chain Saws (Gas Powered) Trench Braces Hydraulic Resuce Kit Hydraulic Jacks 10 Ton Rail Jack Lug-all Winch Hoist Skill Recipro Saw Exploaimeter Carbon Monoxide Tester Oxygen Deficiency Lantern Target Saw-Wood-Masonry-Steel 10 Ton Winch Magneto Type Phone Chemox Mask Rocket Fired Life-line Gun
Station #8 1507 Lawrence Ave. W.	North York #8 Pump North York #8 Aerial	
Station #9 700 Seneca Hill Road	North York #9 Pump North York #9 Aerial	
Station #10 3965 Keele Street	North York #10 Pump North York #10 Aerial	
Station #11 1009 Sheppard West	North York #11 Pump North York #11 Pump 2 North York #11 Rescue	 3 Dragar Masks 1 Compressor with Jack Hammers 2 Entry Suit
Station #12 5700 Bathurst Street	North York #12 Pump #12 Aerial North York Chief 32 Chief 34	
Station 813 3300 Bayview Avenue	North York 813Pump	

RESPONSE ASSIGNMENT

FIRE DEPARTMENT – SCARBOROUGH
Headquarters – 740 Markham Rd.
Fire Chief – W. Wretham
Fire Department Telephone – 438-1222
Radio Frequency – 154.430 MHz.
OFM Frequency – 154.070 MHz.

To implement Emergency Fire Service Plan

Fire Co-ordinator	Phone
City of Toronto Fire Communications	363-2133
Emergency Fire Service Assignment	363-2133

Appropriate Apparatus
Co-ordinator's Discretion

*East York	421-9111
Etobicoke	231-1111
*North York	221-3444
*Toronto	363-2133
York	767-3193

Relocation of Apparatus

Co-ordinator's Discretion	363-2133

*Denotes bordering Municipality

BOROUGH OF SCARBOROUGH
FIRE DEPARTMENT

SCARBOROUGH

Station No.	Call Sign	Special Equipment
Station #1 351 Birchmount Road	Scarborough Pumper #1	
Station #2 28 Morrish Road	Scarborough Pumper #2	
Station #3 755 Warden Avenue	Scarborough Pumper #3 Aerial #3 Car #3	100′ Ladder 2 Draeger Masks
Station #4 116 Dorset Road	Scarborough Pumper #4 Pumper (Reserve #3)	Bluffs Rescue Equipment
Station #5 2340 Birchmount Road	Scarborough Pumper #5 Car #5 Pumper (Reserve #2)	
Station #6 1600 Birchmount Road	Scarborough Pumper #6 Pumper (Reserve #1)	
Station #7 740 Markham Road	Scarborough Pumper #7 Aerial #7 Scat Wagon #7 Car #7 Car #1 Car #2 Car #6	 Personnel Carrier

Station No.	Call Sign	Special Equipment
Station #8 1550 Midland Avenue	Scarborough Pump (sno) #8 Seat Wagon #8	55' elevating platform
Station #9 40 Coronation Drive	Scarborough Pump (sno) #9	55' elevating platform
Station #10 4560 Sheppard Avenue E.	Scarborough Pump (sno) #10	55' elevating platform
Station #11 5318 Lawrence Avenue E.	Scarborough Pumper #11 (Spare) Aerial 85'	
Station #12 37 Lapsley Road	Scarborough Pumper #12	
Station #13 2733 Brimley Road	Scarborough Pumper #13 Pumper #14 (spare)	
Station #14 3325 Warden Avenue	Scarborough Pumper #14	

RESPONSE ASSIGNMENT

FIRE DEPARTMENT – TORONTO
Headquarters – 100 Queen St. W.
Fire Chief – B. A. Bonser
Fire Department Telephone – 363-2133
Radio Frequency – 153.950 MHz. (Dispatch)
– 153.980 MHz. (Tactical)
OFM Frequency – 154.070 MHz.

To implement Emergency Fire Service Plan

Fire Co-ordinator	Phone
City of Toronto Fire Communications	363-2133
Emergency Fire Service Assignment	363-2133

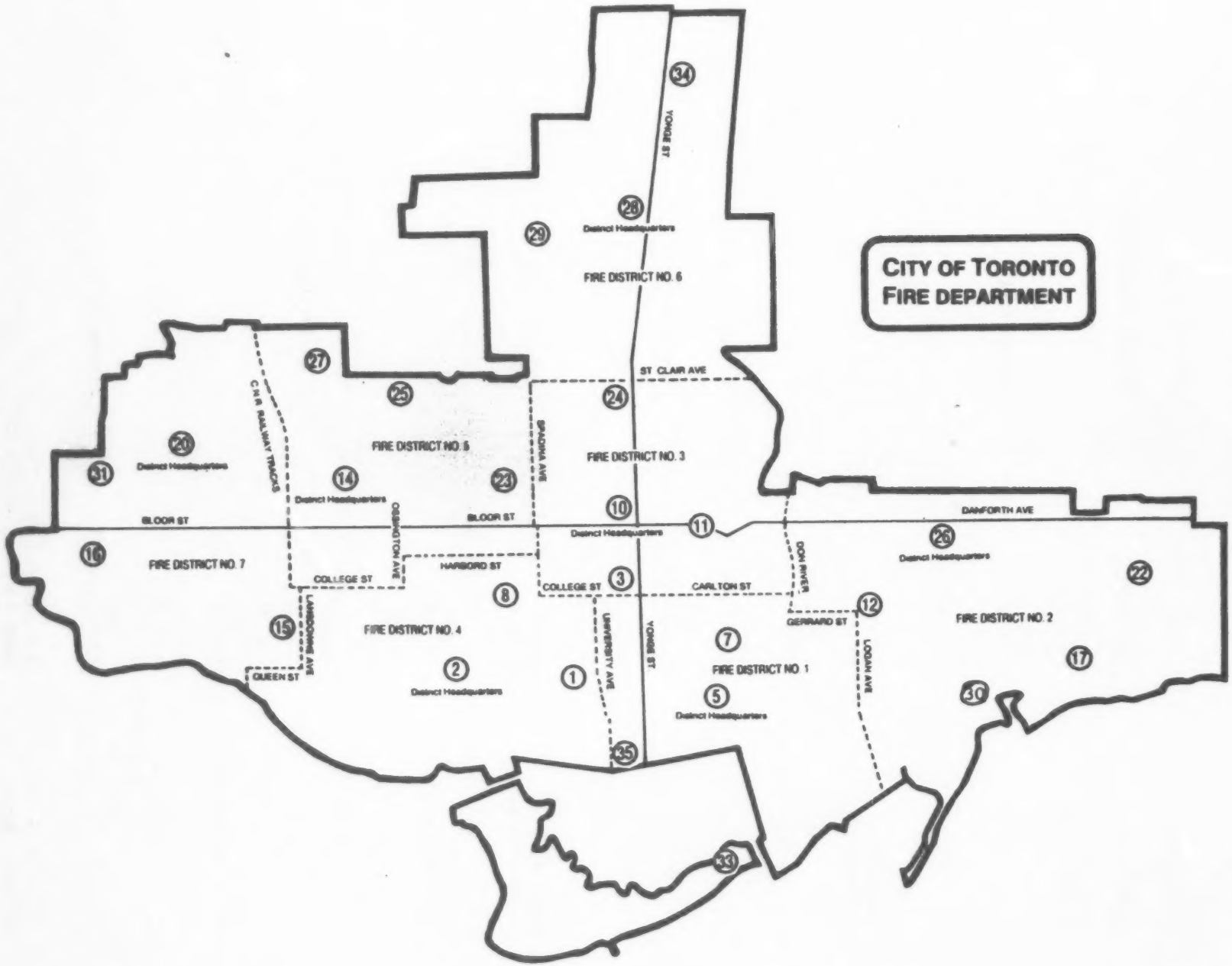
Appropriate Apparatus
Co-ordinator's Discretion

*East York	421-9111
*Etobicoke	231-1111
*North York	221-3444
*Scarborough	438-1222
*York	767-3193

Relocation of Apparatus

Co-ordinator's Discretion	363-2133

*Denotes bordering Municipality


CITY OF TORONTO
FIRE DEPARTMENT
FIRE DISTRICT NO. 1
FIRE DISTRICT NO. 2
FIRE DISTRICT NO. 3
FIRE DISTRICT NO. 4
FIRE DISTRICT NO. 5
FIRE DISTRICT NO. 6
FIRE DISTRICT NO. 7
YONGE ST
BLOOR ST
COLLEGE ST
QUEEN ST
DANFORTH AVE
CARLTON ST
GERRARD ST
ST CLAIR AVE
HARBORD ST
DON RIVER
LOGAN AVE
SPADINA AVE
UNIVERSITY AVE
LANSDOWNE AVE
DUFFERIN ST
C.N.R. RAILWAY TRACKS
District Headquarters

TORONTO

Station No.	Call Sign	Special Equipment
Station #1 260 Adelaide Street	Toronto Pump #1	
	Toronto Aerial #1	2 Draeger Masks
	Toronto Command 40	
Station #2 35 Claremont Street	Toronto Pump #2	
	Toronto Pump #9	
	Toronto Aerial Tower #2	85' Elevating Platform
	Toronto Rescue Squad #2	2 Draeger Masks
	Toronto Car #44	
Station #3 207 Grosvenor Street	Toronto Pump #3	
Station #5 207 Front Street East	Toronto Pump #4	
	Toronto Pump #5	
	Toronto Aerial Tower #5	85' Elevating Platform
	Toronto Car #41	
Station #7 475 Dundas Street, East	Toronto Pump #7	
	Toronto Aerial #7	
	Toronto Rescue Squad #1	2 Draeger Masks
Station #8 132 Bellevue Avenue	Toronto Pump #8 Aerial #8	

Station No.	Call Sign	Special Equipment
Station #10 34 Yorkville Avenue	Toronto Pump #10	
	Toronto Aerial #10	2 Draeger Masks
	Toronto Car #43	
Station #11 441 Bloor Street, East	Toronto Pump #11	
Station #12 840 Gerrard Street, East	Toronto Pump #12	
	Toronto Aerial #12	
Station #14 1285 Dufferin Street	Toronto Pump #14	
	Toronto Pump #19	
	Toronto Aerial #14	
	Toronto Car #45	
Station #15 140 Lansdowne Avenue	Toronto Pump #13	
	Toronto Pump #15	
	Toronto Aerial #15	
Station #16 83 De Forest Road	Toronto Pump #16	

Station No.	Call Sign	Special Equipment
Station #17 1904 Queen Street, East	Toronto Pump #17	
	Toronto Aerial #17	
Station #20 358 Keele Street	Toronto Pump #20	
	Toronto Aerial #20	
	Toronto Car #47	
Station #22 87 Main Street	Toronto Pump #22	
	Toronto Aerial #22	
Station #23 240 Howland Avenue	Toronto Pump #23	
Station #24 20 Balmoral Avenue	Toronto Pump #24	
	Toronto Aerial #24	
Station #25 65 Hendrick Avenue	Toronto Pump #25	
	Toronto Aerial #25	
Station #26 153 Chatham Avenue	Toronto Pump #26	
	Toronto Aerial #26	
	Toronto Car #42	

Station No.	Call Sign	Special Equipment
Station #27 106 Ascot Avenue	Toronto Pump #27	
Station #28 16 Montgomery Avenue	Toronto Pump #28	
	Toronto Aerial #28	
	Toronto Car #46	
Station #29 641 Eglinton Avenue, W.	Toronto Pump #29	
	Toronto Aerial #29	
Station #30 30 Knox Avenue	Toronto Pump #30	
	Toronto Truck 613	
Station #31 462 Runnymede Road	Toronto Pump #31	
	Toronto Aerial #31	85' Aerial 625 gpm Pump
Station #33 Cibola Road (Toronto Island)	Toronto Jeep #33	350 gpm Pump
	Toronto Pump #33	
Station #34 3135 Yonge Street	Toronto Pump #34	

Station No.	Call Sign	Special Equipment
Station #35 11 Queens Quay W.	Toronto Fireboat #1	54' Elevating Platform 7000 gpm Diesel Pump
	Rescue Squads #1 and #2	Additional Rescue Specialized Equipment Carried on Rescue Vehicles (Also several Aerials) Oxy-acetylene Cutting Equipment Hydraulic Jacks Black Hawk Rescue Kit Electric Hammer 2" Skill Saw Nibbler Wright Reciprocating Saw (Gasoline) Chain Saw (Electric) Sawzall Workline Units K-12 Saw (Wood-Steel-Concrete) Safety Line – Line Thrower Entry Suits Approach Suits Ajax Air Hammer Pneumatic Hammer *Explosimeter †Radust Air Sampler – Geiger Counter *All D/C Cars † Command 40

RESPONSE ASSIGNMENT

FIRE DEPARTMENT – YORK
Headquarters – 6 Lambton Ave.
Fire Chief – M. Beardshall
Fire Department Telephone – 767-3193
Radio Frequency – 154.890 MHz.
OFM Frequency – 154.070 MHz.

To implement Emergency Fire Service Plan

Fire Co-ordinator	Phone
City of Toronto Fire Communications	363-2133
Emergency Fire Service Assignment	363-2133

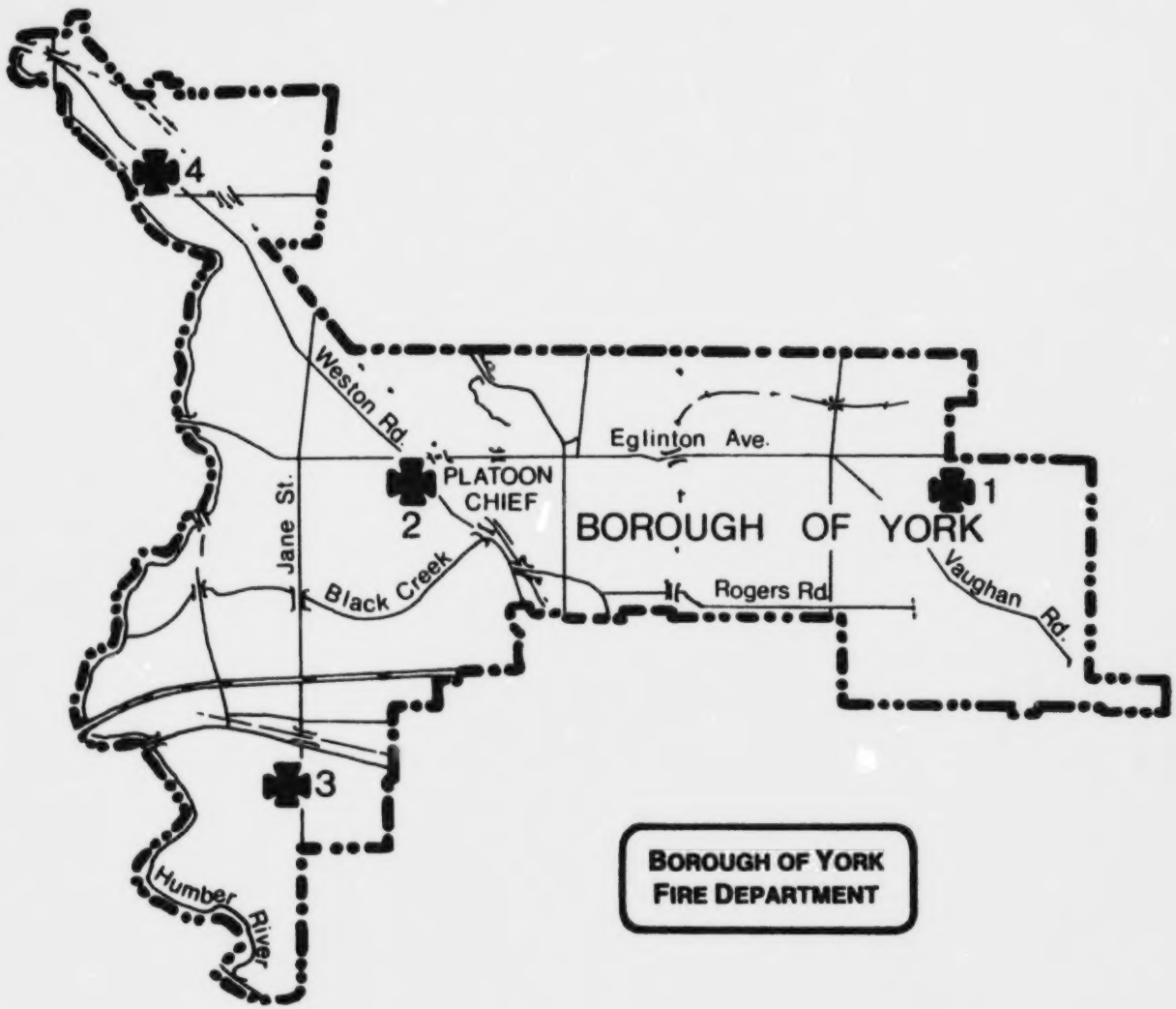
Appropriate Apparatus
Co-ordinator's Discretion

East York	421-9111
*Etobicoke	231-1111
*North York	221-3444
Scarborough	438-1222
*Toronto	363-2133

Relocation of Apparatus

Co-ordinator's Discretion	363-2133

*Denotes bordering Municipality



Metropolitan Toronto
Emergency Planning Guide Chart Number 18

YORK

Station No.	Call Sign	Special Equipment
Station #1 555 Oakwood Avenue	York #1 Pump	
	York #5 Pump	
	York #1 Aerial	
	York #11 Service Truck	
	#7 Pumper (Spare)	
Station #2 6 Lambton Avenue	York Car #12,13,14 and 15	
	York #2 Pump	
	York #10 Rescue Truck	3 Draeger Masks
	York #6 Pumper	
	York Pumper # 8 (Spare)	
Station #3 590 Jane Street	York #3 Pump	
	York #3 Aerial	
	York #2 Aerial (Spare)	
Station #4 2016 Weston Road	York #4 Pump	
	York #4 Aerial	

ENGINEER SERVICES

MUNICIPALITY OF METROPOLITAN TORONTO
DEPARTMENT OF WORKS

ENGINEER SERVICE
DISASTER PLAN PROCEDURES AND INFORMATION

SECTION 1 WORKS DEPARTMENT SERVICES AND SYSTEMS

Service Responsibility
Systems Schematics

SECTION 2 ENGINEER SERVICE

Definitions
Responsibility & Functions
Resources & Support Systems
Warning
Provincial Involvement
Organization

SECTION 3 DISASTER CONTROL PROCEDURE

Organization
Warning Procedure
Assembly Procedure
Typical Deployment

SECTION 4 CONTACT LISTS AND COMMUNICATIONS

Works Departments
Public Utilities
Other Services

SECTION 5 SPECIFIC HAZARDS

Chemical Spills
Oil & Gasoline Spills
Gas Hazards
Radiation
Incident at Pickering Generating Station

SECTION 1

WORKS DEPARTMENT SERVICES AND SYSTEMS

SERVICE RESPONSIBILITY

Under the Municipality of Metropolitan Toronto Act, R.S.O. 1970, Chapter 295, the Department of Works is responsible for providing to the local area municipalities:

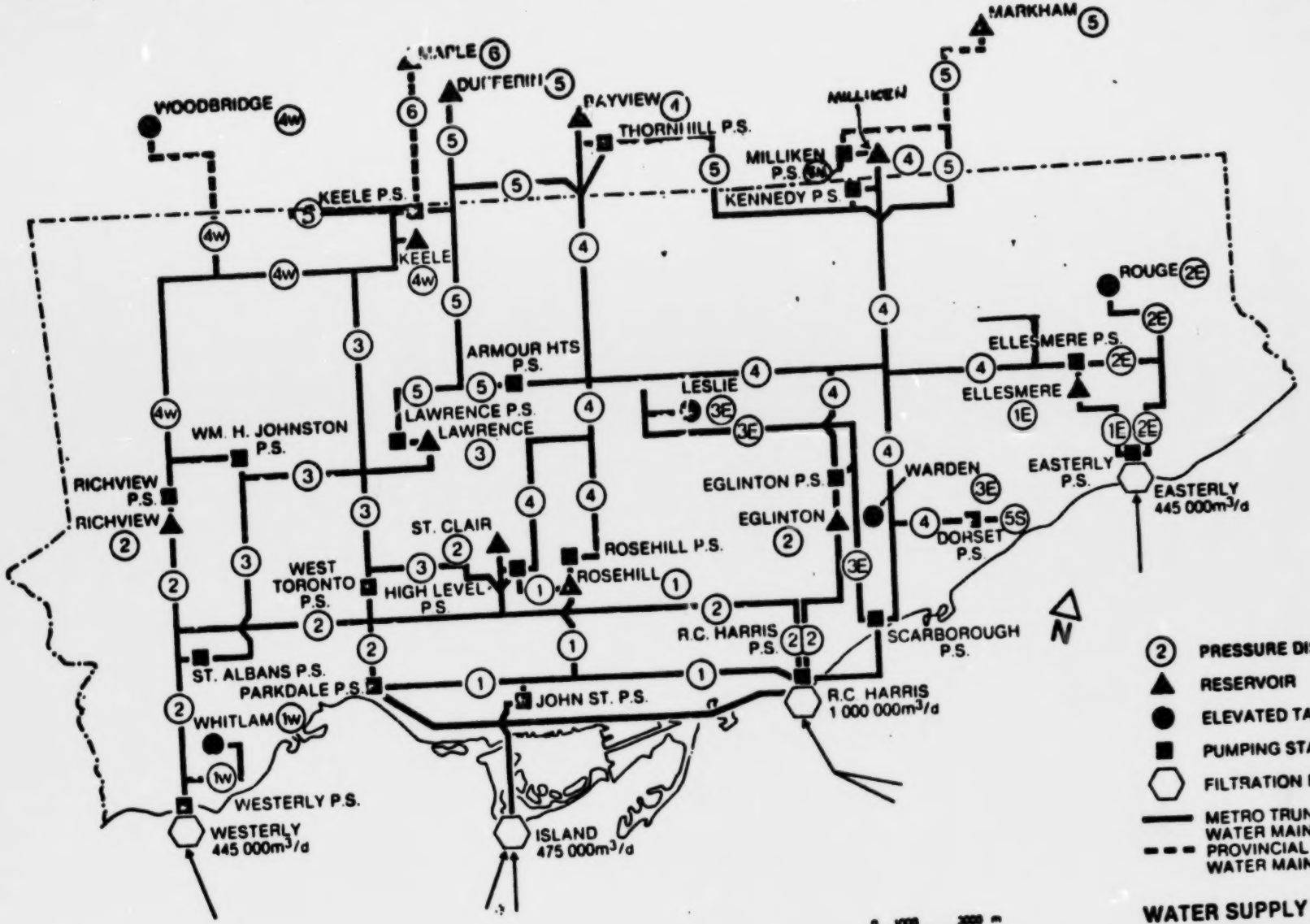
(a) a water filtration and trunk distribution system;

(b) a sewage treatment and trunk collection system;

(c) a waste disposal system.

The local area municipalities are responsible for the extension of these three services to individual properties.

In the event of a disaster which could affect the continuance of these services, the Department of Works will investigate the effect the disaster has had or may in future have on the system, take measures to ensure continuance of service or to provide alternative service when possible, and report to the appropriate officials and agencies and the public on the status of the water supply, water pollution control and refuse disposal services.



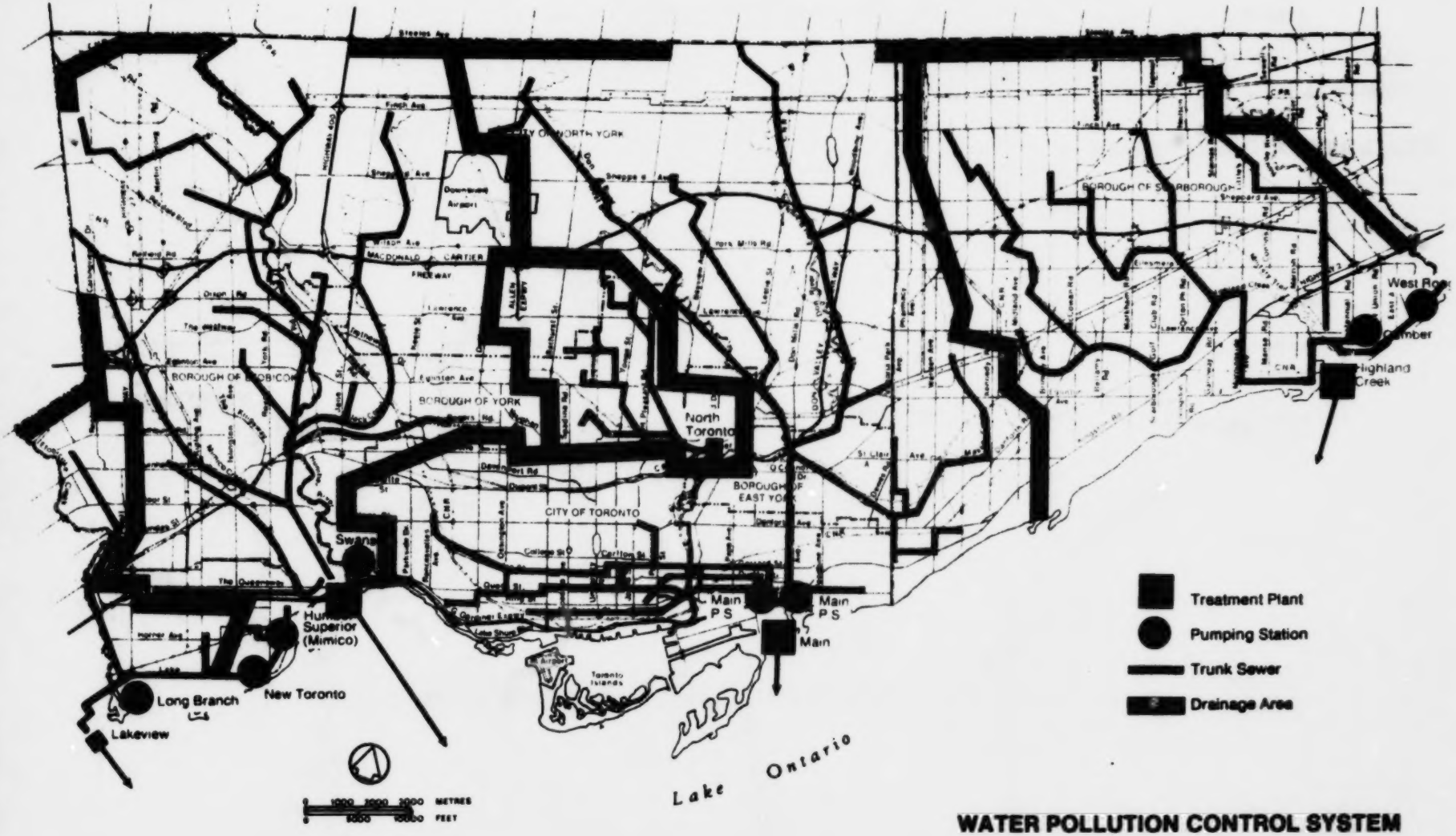
WATER SUPPLY SYSTEM

METROPOLITAN TORONTO
DEPARTMENT OF WORKS

FIGURE 1

Metropolitan Toronto
Emergency Planning Duplo Chart Number 17

PC & D 81 2



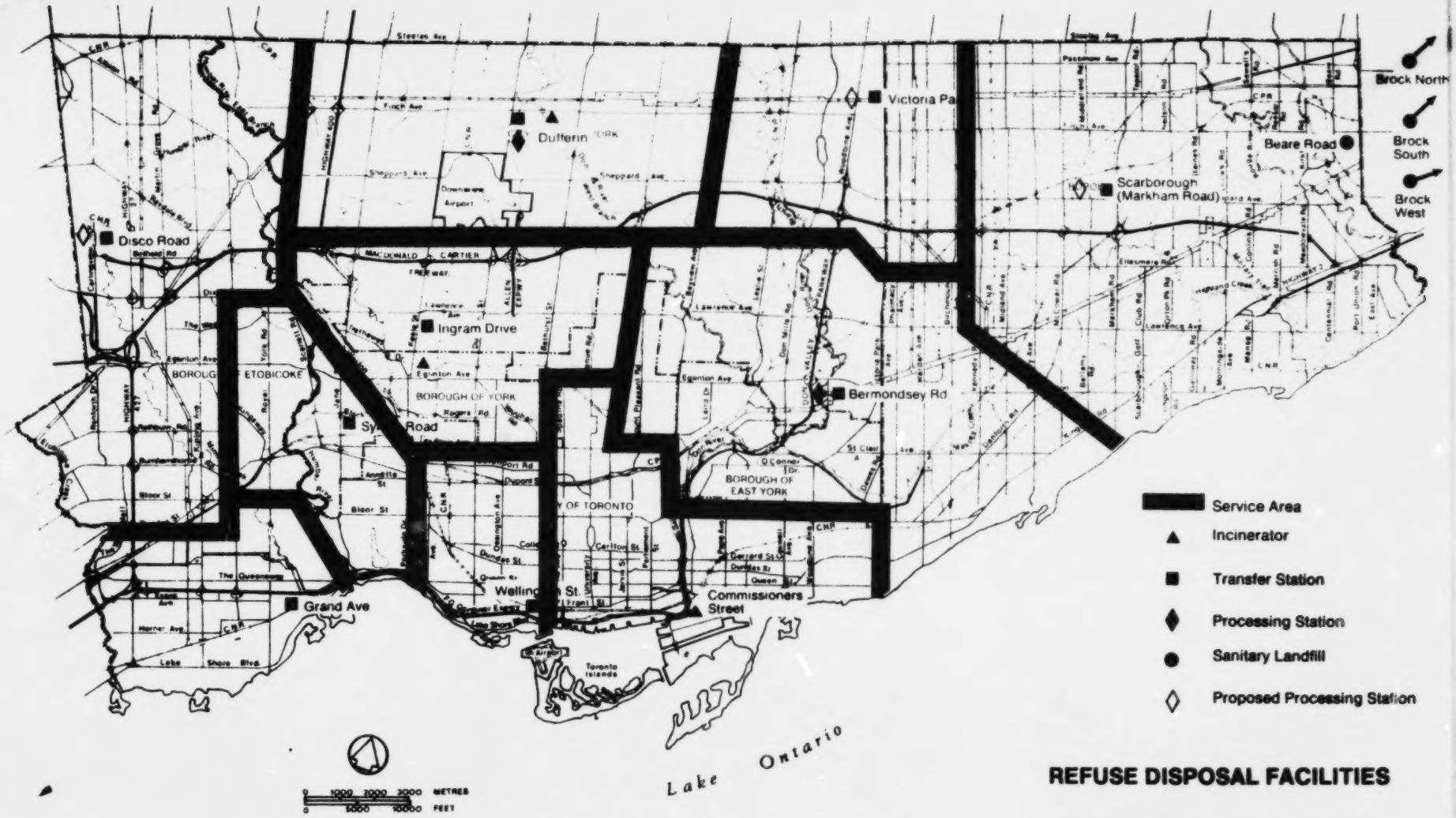
WATER POLLUTION CONTROL SYSTEM

METROPOLITAN TORONTO
DEPARTMENT OF WORKS

Figure 2

PC & D 78 11

Metropolitan Toronto
Emergency Planning Guide Chart Number 18



REFUSE DISPOSAL FACILITIES

METROPOLITAN TORONTO
DEPARTMENT OF WORKS

Figure 3

Metropolitan Toronto
Emergency Planning Guide Chart Number 19

SECTION 2

ENGINEER SERVICE

DEFINITIONS

1. Engineer Service

   The Engineer Service will consist of the following:

   (a) All municipal Departments of Works within the Metropolitan Area.

   (b) All public utilities within the Metropolitan Area.

   (c) Volunteer Professional Engineers & Registered Technicians.

   (d) Volunteer contractors and equipment suppliers.

2. Chief of the Engineer Service

   The Chief of the Engineer Service will be the Metropolitan Toronto Commissioner of Works. He will appoint Deputy Chiefs as required.

3. Engineer Planning Committee

   The Engineer Planning Committee will be composed of representatives of the following:

   (a) Metropolitan Works Department

   (b) Metropolitan Police

   (c) Departments of Works of the six Area Municipalities

   (d) Utilities, agencies, or other Metropolitan bodies specifically involved in the emergency.

RESPONSIBILITY AND FUNCTIONS

In a declared disaster, the Engineer Service will provide such human and physical resources and perform such engineering tasks as may be necessary for the protection, survival, and rehabilitation of Metropolitan Toronto and its inhabitants.

In the discharge of this responsibility the Engineer Service may employ the resources of the Metropolitan and other area municipal Departments of Works, and of private contractors and suppliers of goods and services, and will provide liaison in coordinating the efforts of all other public utilities.

The functions envisaged may include:

(a) Restoration of water and sanitary facilites.

(b) Control of hazards to natural water and atmosphere.

(c) Demolition and debris clearance.

(d) Damage surveys and structural analyses.

(e) Erection of dikes to control spills and floods, and pumping as necessary.

(f) Assistance to other agencies in the restoration of public services and in the combatting of specific hazards involving chemicals, natural gas, and radiation.

RESOURCES AND SUPPORT SYSTEMS

1. Equipment & Materials

Engineering equipment and materials required will be those available in municipal Works Departments' and Utilities' plants, stores, and yards. Equipment and materials at contractors' yards and at suppliers' plants and stores will be obtained if necessary after consultation with the Commissioner of Purchasing, or by immediate purchase followed by reporting action as soon as possible.

2. Transportation

Transportation required will be that available from Municipal Works Departments and Utilities. Contractors' and suppliers' vehicles will be obtained if necessary after consultation with the Commissioner of Purchasing, or by direct hiring followed by reporting action as soon as possible. Additional requirements for transport should be referred to the Metropolitan Toronto Police.

3. Labour

Labour will be made available as required from the component elements of the Engineer Service. Additional labour, if required, may be obtained in consultation with the Metropolitan Toronto Commissioner of Personnel.

4. Communications

The communications systems will consist of:

(a) Radio system of the Metropolitan Works Department.

(b) Radio systems of other municipal Works Departments and Utilities.

(c) Radio systems of contractors, suppliers etc., where required.

(d) Bell Telephone landline equipment.

See also Section 4 below.

WARNING

When a disaster has been declared, the personnel of the Engineer Service will be alerted by telephone, radio and/or public radio at the discretion of the Chief of the Engineer Service, or, in his absence, of a deputy appointed by him.

PROVINCIAL INVOLVEMENT

1. The Conservation Authorities Branch of the Ontario Ministry of Natural Resources is responsible for the operation of flood-warning systems. The agency for Metropolitan Toronto is the Metropolitan Toronto and Region Conservation Authority.

2. The Construction Health & Safety Branch of the Ontario Ministry of Labour is responsible for operations in connection with the collapse of buildings, bridges, or tunnels.

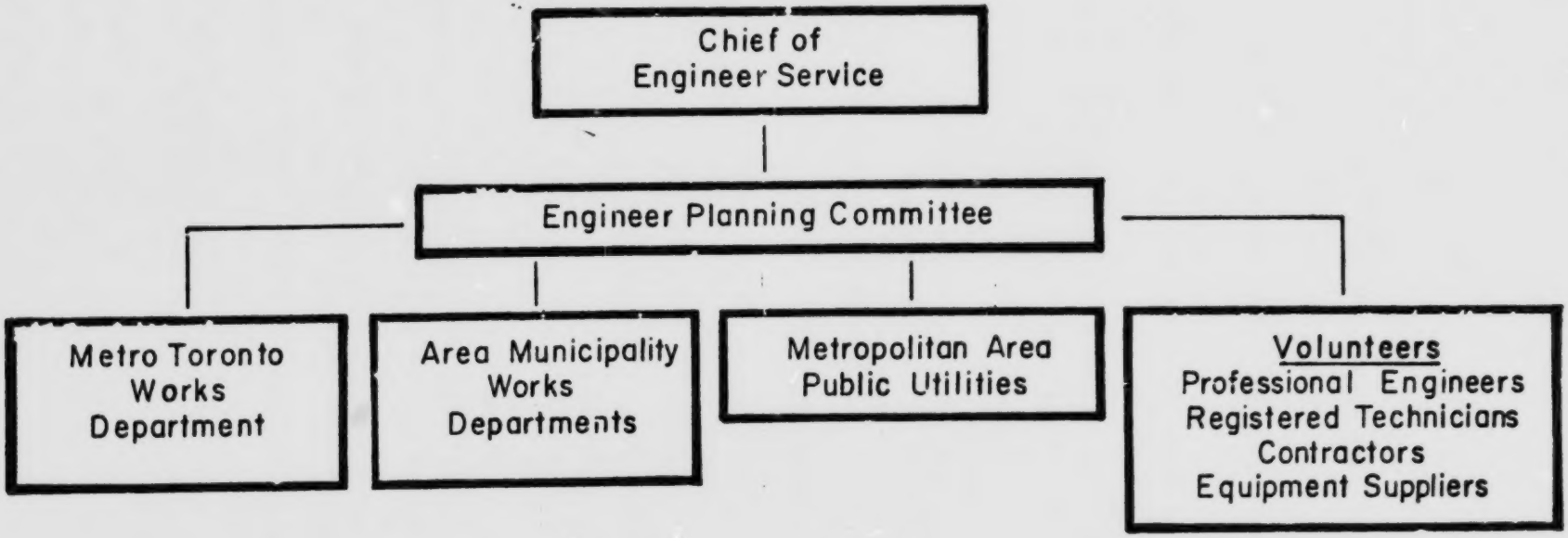
3. The Ontario Ministry of Consumers and Commercial Relations is involved as follows:

   (a) Boiler Inspection Branch - explosions of boilers or other pressure vessels.

   (b) Elevating Devices Branch - accidents involving elevators.

   (c) Energy Branch - accidents involving natural gas, propane, and gasoline storage and transmission facilities.

ORGANIZATION - ENGINEER SERVICE



SECTION 3

DISASTER CONTROL PROCEDURE

ORGANIZATION

By-law 154-80, passed by Metropolitan Council on October 7, 1980, established the Emergency Planning Advisory Committee as the emergency measures civil defence organization for Metropolitan Toronto. The Metropolitan Chairman was appointed Chief Operational Officer of the Advisory Committee, with authority to direct the operations and coordinate the activities thereof.

The by-law empowers the Chief Operational Officer to delegate authority. For planning purposes, where such authority has been delegated to the Metropolitan Chief of Police, he will designate the appropriate District Commander as Disaster Control Officer, to be responsible for operations. The Disaster Control Team under his command will include Support Services, of which the Engineer Service will be one. In cases where notice has been given that any person other than the Chief of Police has been delegated authority by the Chief Operational Officer, the Engineer Service will perform such services as may be directed by the authority responsible for giving such direction.

The Disaster Control Officer will establish Disaster Field Headquarters as the control centre for the operation, and all other agencies and departments at the scene will be controlled therefrom. He will also designate a staging area, to which other agencies and departments will report initially. In addition to Disaster Field Headquarters, each subordinate commander may establish a Field Headquarters.

In accordance with the above:-

1. Overall command of the Engineer Service will be exercised by the Chief of the Engineer Service from Disaster Field Headquarters as established by or for the District Commander.

   Other Engineer Service personnel at this Headquarters will be at the discretion of the Chief of the Engineer Service, and may include any or all of the following:

   - The Engineer Planning Committee as defined at Section 2 Definition 3, under the chairmanship of the Metropolitan Toronto Deputy Commissioner of Works.

   - Assistant to Chief - Professional Engineer.

- Liaison Officer - Possibly drawn from the Works Department of the Area Municipality in which the disaster has occurred.
- Clerks, Typists - as necessary.
- Communications - a driver of radio-equipped car.

2. Operational control of the Engineer Service may be exercised by a Deputy Chief from an Engineer Field Headquarters as established by the Chief of the Engineer Service.

3. Engineer personnel will report initially to a staging area as designated.

WARNING PROCEDURE

Senior officials of all agencies, departments and divisions will alert their personnel as required through the normal channels of command.

ASSEMBLY PROCEDURE

1. The Chief of the Engineer Service and his staff will assemble at Disaster Field Headquarters as established by the Advisory Committee. He will set up his organization and assume direction of the Engineer Service.

2. The Deputy Chief of the Engineer Service and designated personnel will assemble at Engineer Field Headquarters as and if established by the Chief of the Engineer Service. He will set up his organization and direct the field operations of the Engineer Service.

3. The Engineer-in-Charge of the Engineer element of the Disaster Control Team will be appointed by the Chief of the Engineer Service. The Engineer-in-Charge, his staff, and the forces placed under his command will assemble initially at the staging area designated by the Advisory Committee.

4. All other personnel of the Engineer Service will stand by their offices, plant, stores, and yards and await instructions.

SECTION 4

CONTACT LISTS AND COMMUNICATIONS

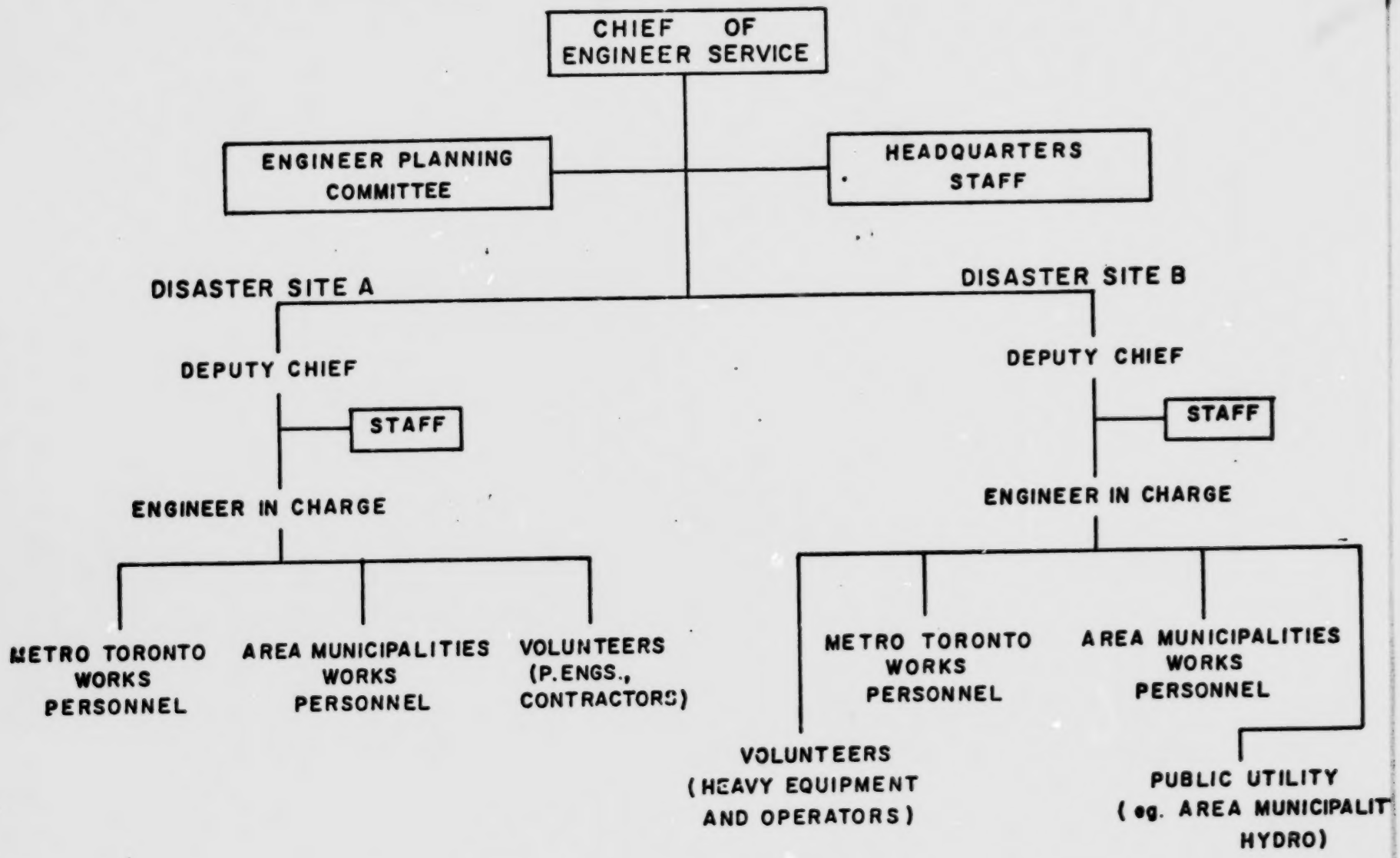
MUNICIPALITY OF
METROPOLITAN TORONTO
WORKS DEPARTMENT

	Home	Business
Commissioner F.J. Horgan	444-2403	367-8200
Deputy Commissioner R.G. Ferguson	494-8898	367-8202
Director Engineering & Planning C.V. Williams	221-6761	367-8244
Director Planning Control and Development G.M. Desjardins	755-6721	367-8255
Director Refuse Disposal I. McKerracher	447-2090	367-8285
Director Water Pollution Control D.A. Clough	241-8712	367-8230
Director Water Supply P.M. Emery	494-8817	367-8221
Senior Administrative Officer A. Pryce	222-3824	367-8203
Emergency No. (24 hrs/day)	------	367-8211
Radio Dispatch	-------	367-8211

Call Sign - XJF 247 Frequency - 169.62 MHZ

Base Stations - 17 Radio-equipped vehiches - 78

TYPICAL DEPLOYMENT — ENGINEER SERVICE



BOROUGH OF
EAST YORK
WORKS DEPARTMENT

	Home	Business
Commissioner U. Luksep	449-6261	461-9451
Deputy Commissioner L. Oram	425-3513	461-9451
Director Engineering H. Bratten	421-5292	461-9451
Director Operations W. Milton	1-623-2767	461-9451
Emergency No. (24 hrs/day)	----	461-9451
Radio Dispatch	-----	461-9451

Call Sign - XJH.43 Frequency - 164.625 MHZ

Base Stations - 1 Radio-equipped vehicles - 23

BOROUGH OF
ETOBICOKE
WORKS DEPARTMENT

	Home	Business
Commissioner B.W. Brunton	233-4657	626-4230
Deputy Commissioner D.T. Day	622-4593	626-4248
Borough Engineer A.G. Taylor	584-2916	626-4262
Deputy Borough Engineer J. Yee	248-6927	626-4372
Emergency No. (24 hrs/day)	----	626-4171
Radio Dispatch	-----	626-4171

Call Sign - XJK-42

Frequencies - (463.4500 MHZ
(464.7000 MHZ

Base Stations -1

Radio-equipped vehicles - 165

BOROUGH OF
SCARBOROUGH
WORKS DEPARTMENT

	Home	Business
Commissioner R.K. Brown	266-1747	296-7344
Executive Director Engineering W.J. Warwick	291-3043	296-7346
Executive Director Operations E.C. Walton	431-1505	296-7347
Director Design & Construction T.A. McMullen	29:-2664	296-7381
Director Development Engineering W. Elliott	291-1404	296-7365
Director Engineering Planning M. Price	294-3200	296-7251
Director Equipment & Services M. Sutherland	233-8025	293-1961
Director Sanitation P. Poulsson	282-6664	296-7354
Director Technical Services W.A. Wright	291-0712	296-7384
Director Waste Water Management R.T. Quinn	282-9641	296-7355
Emergency No. (24 hrs/day)	-----	293-1961
Radio Dispatch	-----	293-1961

Call Sign - XJF.257

Frequencies - (158.1 MHZ
(168.666 MHZ
(169.41 MHZ

Base Stations -1

Radio-equipped vehicles -130

BOROUGH OF YORK
WORKS DEPARTMENT

	Home	Business
Commissioner W.R. Hamilton	233-6435	653-2700 Loc.271
Deputy Commissioner W.E. Dunford	822-6744	653-2700 Loc.270
Director Engineering C.H. Ng	494-2975	653-2700 Loc.274
Director Operations J. Waghorn	241-3895	789-4528
Emergency No. (24 hrs/day)	-----	789-4528
Radio Dispatch	------	789-4528

Call Sign - XJF.23 Frequency - 467.75 MHZ

Base Stations - 1 Radio-equipped vehicles - 90

CITY OF NORTH YORK
WORKS DEPARTMENT

	Home	Business
Commissioner B. Ruddy	494-7220	224-6241
Deputy Commissioner & Director Operations J.J. Marlow	225-3407	224-6239
Director Development J.H. Bleaney	225-4768	224-6235
Director Engineering Construction R.W. Band	483-9501	224-6243
Director Administrative Services D. Henty	834-1397	224-6222
Emergency No. (24 hrs/day)	----	224-6433
Radio Dispatch	----	224-6433

Call Sign - XJJ.76 Frequency - 151.325 MHZ

Base Stations -1 Radio-equipped vehicles - 87

CITY OF TORONTO
WORKS DEPARTMENT

	Home	Business
Commissioner R.M. Bremner		367-7701
Director Engineering D.C. Doherty	493-7102	367-7674
Director Engineering Systems and Resources C.S. Kitchen	964-9480	367-7763
Director Operations A.W. Pellegrino	491-5223	367-7724
Director Planning & Programming N. Vardin	223-5694	367-7711
Director Sanitation J. Willis	221-8566	367-7721
Director General Services W.F. McCourt	266-9305	367-7701
Emergency No. (24 hrs/day)	-----	367-7737
Radio Dispatch	-----	367-7737

Call Signs - XJG.51
XJJ.361

Frequencies - 150.590 MHZ
- 149.245 MHZ

Base Stations - 2

Radio-equipped vehicles - 156
(75% dual channel)

PUBLIC UTILITIES

	Home	Business
Scarborough Public Utilities Commission		
WATER		
Engineer Field Operation A. Tilt	494-2925	699-9611 Loc.212
HYDRO		
Director of Operations A.M.E. Dunford	282-0164	Loc.400
Emergency No. (24 hrs/day)	------	757-9961
Radio Dispatch	------	757-9961
Hydro Electric Commissions		
East York		465-1124
	(night)	461-9451
Etobicoke		626-4500
North York		222-3311
York		653-1500
Toronto Hydro Electric System		595-6400
	(night)	595-6730
Consumers' Gas		447-4911

OTHER SERVICES

Bell Telephone	599-6313
Metro Police	361-1111
Fire Departments	
East York	421-9111
Etobicoke	231-1111
North York	221-3444
Scarborough	438-1222
Toronto	363-2133
York	767-3193
ASSOCIATION OF PROFESSIONAL ENGINEERS ONTARIO	961-1100

SECTION 5

SPECIFIC HAZARDS

CHEMICAL SPILLS

General

The majority of chemical spills will result from some form of transportation mishap. The Canadian Chemical Producers' Association (CCPA) has initiated an industry-wide programme of assistance - Transportation Emergency Assistance Programme (TEAP) to provide advice and assistance to civil authorities in the event of highway, rail, and marine accidents involving chemical products.

The essential functions of the plan will be discharged through a network of regional control centres (RCCs).

When a transportation emergency exists, the authority on the scene will place an emergency call to the appropriate RCC, with the statement: "This is a transportation emergency". The RCC Technical Adviser will then provide technical advice and, if necessary, arrange for assistance in the form of specialized equipment operated by trained personnel.

Ontario RCCs are:

Western	- Dow Chemical of Canada Ltd., Sarnia	519-339-3711
Central	- Cyanamid of Canada Ltd., Welland Plant, Niagara Falls	416-356-8310
Eastern	- Dupont of Canada Ltd., Maitland	613-348-3616
Northern	- Canadian Industries Ltd., Copper Cliff	705-682-2881

Polychlorinated Biphenyl (PCD)

A number of electrical systems in Toronto make use of equipment containing Askarel liquid in place of the usual oil. Askarel contains PCBs which, under certain conditions, may be harmful to humans.

The Environmental Protection Act requires that the Ministry of the Environment be notified forthwith in the event of a spill or leak of Askarel, or of a fire in a room containing an Askarel transformer. The number to call is 424-3000.

In the event of a fire, the appropriate Fire Department must also be notified, and personnel should not enter the room unless they are equipped with breathing apparatus and impervious protective clothing.

In the event of Askarel liquid coming into contact with skin or clothing, contaminated areas of skin should be thoroughly washed with soap and water, and clothing should be placed in sealed plastic bags or steel drums and held for later disposal.

Information and advice may be obtained from Toronto Hydro Electric System - 595-6529.

OIL AND GASOLINE SPILLS

Oil and gasoline spills should be reported to Metro Works Department - 367-8211 - who will alert an Industrial Waste Crew, and notify the appropriate municipality that a spill has occurred in their area, and that Metro is investigating. The Works Department of the municipality affected will normally be called upon for assistance, and the municipality will be kept advised as to the status of the spill. If necessary, Metro Police will also be notified.

All spills will be reported to the Ministry of the Environment - 424-3000. For minor and moderate spills, the control centre should be advised that Metro and area municipal forces have contained the spill and are proceeding with the clean-up process. For major spills, assistance should be requested, and all known details of the spill given to the control centre. The Ministry will then apply the procedure outlined in their Contingency Plan for Spills of Oil and Other Hazardous Materials.

GAS HAZARDS

Definition of Emergency

As it affects Consumers' Gas Company piping systems, an emergency is an abnormal operating situation which has resulted or could result in injury or loss of life, damage to property, or disruption of normal gas service, such that immediate remedial action is required, and which cannot be dealt with through the use of routine procedures.

Responsibility

In the context of the Metro Toronto disaster Plan it may be anticipated that Consumers' Gas Company would be involved in the following ways:

(a) A declared disaster makes it necessary for priorities of supply to be reallocated.

(b) A declared disaster makes it necessary for a section of the system to be isolated and/or repaired.

(c) Support may be required by other agencies requiring access to Consumers' personnel, equipment, vehicles or mobile radio resources.

Warning List

In the event of a disaster involving the Company's gas piping system, the Coordinator for direction of company activity will be one of the following, depending on availability:

		Home	Business
Manager Metro Operations	W. Smith	683-0410	492-5381
Manager Metro Service	H. Erwin	423-1459	492-5385
Manager Metro Construction and Maintenance	P. Davies	668-7958	492-5390

The above should also be contacted in the event of requirements for support services.

For efficient response to disaster situations, however, all notifications and requests for assistance should be directed to Consumers' Despatch emergency numbers:

492-0022
or 492-5524

RADIATION

Transportation of Radioactive Materials

Mishaps during transportation are the most frequent source of radiation hazards. Such mishaps should be reported immediately to the Metropolitan Toronto Police, who will contact the nearest source of expert assistance.

Responsibility for action in the event of radiation hazards lies ultimately with the Atomic Energy Control Board of Canada.

The emergency telephone list is as follows:

Name - Area and Location	Representing	Telephone Office - Home
NATIONAL		
Radiation Protection Bureau Ottawa, Ontario	Health & Welfare Canada	613-998-4614
J.M. Jardine Duty Officer Ottawa, Ontario	Atomic Energy Control Board 24 hr. Answer Service	613-996-8295 613-995-9479 Home: 613-725-2388
Regional Director 60 St. Clair Ave.E. Toronto, Ontario	Emergency Planning Canada	416-966-6343
PROVINCIAL		
Dr. J.H. Aitken Toronto, Ontario	Ontario Ministry of Labour	416-965-8178 Home: 416-225-8155
J.C. Findlay Toronto, Ontario	Ontario Ministry of Labour	416-965-8178 Home: 416-425-0451
Dr. J. Muller Toronto, Ontario	Ontario Ministry of Labour	416-965-6375 Home: 416-221-0389
O.J.F. Rankin Toronto, Ontario	Ontario Ministry of Labour	416-965-8178 Home: 416-225-0730
E.G. Baker Toronto, Ontario	Ontario Ministry of Labour	416-965-8178 Home: 416-485-8009

Incident at Pickering Generating Station

1. INTRODUCTION

The design, construction and operating procedures of the Pickering Generating Station are such that any event occurring that would cause a significant risk to the population living in the neighbourhood is improbable. Nevertheless, in view of the comparatively short experience with such stations, it is prudent and in the public interest to prepare for such an event.

If radioactive materials should be exposed to the air, dispersal occurs in a direction and for a distance depending on wind velocity, wind direction and other meteorological factors. Such dispersal can affect people in the following ways:

a. direct exposure to air-borne radioactive gases, aerosols or dust;

b. internal exposure from inhalation of radioactive material;

c. internal exposure from consumption of food or water containing radioactive material.

2. DEFINITION

For the purpose of this plan, an off-site radiation incident is defined as a situation arising from an abnormal event in the Pickering Generating Station, whereby persons not on Station property may receive, within a relatively short period, significant radiation doses from escaping radicactive material.

3. CONCEPT

It is recognized that the Ontario Hydro staff at the Pickering Generating Station (PGS), by virtue of their 24-hour availability, training and experience, are best able to direct urgent initial actions.

As the responsibility for protecting the health and safety of the public rests with government, the co-operative use of resources by Ontario Hydro and all levels of government will best serve the interests of all concerned.

After urgent initial actions have been taken by Ontario Hydro and affected municipal authorities, the direction of further off-site remedial measures will be transferred to the Ontario Ministry of Labour.

4. AGENCIES

The provincial contingency plan has allocated specific responsibilities to the following Ontario Government agencies:

Ministry of Labour
Ministry of Environment
Ministry of Solicitor General
Ministry of Agriculture and Food
Ontario Hydro

The following federal and municipal agencies will be informed immediately and may be requested to provide assistance:

Health and Welfare Canada
Atomic Energy Control Board
Regional Municipality of Durham
Municipality of Metropolitan Toronto - via O.P.P.

The following departments located in Metro Toronto are expected to have a role under this plan and other city and borough services as required:

Metro Toronto Police Department
Metro Toronto Social Services Department
Metro Toronto Works Department
City of Toronto Public Health Department
Borough of Scarborough Public Health Department
Borough of Scarborough Fire Department
Borough of Scarborough Works Department
Metro Ambulance Services
Toronto Fire Department

5. ACTIVATION

Under the provisions of the Provincial contingency plan, the Provincial Control Group will be located in the offices of the Occupational Health Protection Branch of the Ministry of Health. Should assistance by Metropolitan Toronto be required, the Provincial Control Group will contact the Metropolitan Toronto Police, who will then alert the heads of departments listed in Para 4 above.

SECTION 10

Consumers' Gas

Consumers' Gas Company
Metro
Emergency Procedures

INDEX

Definition of Emergency	45
Responsibility	45
Emergency Warning List	46
Emergency Procedures	47
General Emergency Policy	50
– In the event of a major explosion or fire	50
– In the event of a major distribution line break	50
Major Pipeline Disruptions	50
Chart	51

The Consumers' Gas Company

DEFINITION OF EMERGENCY

As it affects the Company's gas piping systems, an emergency (incident) is an abnormal operating situation which has resulted or could result in injury or loss of life, damage to property or disruption of normal gas service, such that immediate remedial action is required.

It is understood that the Metropolitan Toronto Emergency Plan is formulated for **emergencies in the Metropolitan Area which cannot be dealt with through the use of routine procedures or by agencies individually.**

RESPONSIBILITY

When confronted with an emergency which disrupts or threatens to disrupt gas service, the Company shall take appropriate steps to:

(a) Safeguard the life and property of the public.
(b) If at all practical, maintain supply to our customers.
(c) Minimize the effect of such a disruption.
(d) Restore normal operations as quickly as possible.

In any given emergency, the conditions prevailing at the time of the emergency and the experience and knowledge of the system by supervisory personnel are major factors governing the particular procedures to be implemented. In the context of the Metro Toronto Emergency Plan it may be anticipated that Consumers' Gas Company would be involved in the following ways.

(a) A declared emergency makes it necessary for priorities of supply to be reallocated.
(b) A declared emergency makes it necessary for a section of the system to be isolated and/or repaired.
(c) Support may be required by other agencies requiring access to Consumers' personnel, equipment, vehicles or mobile radio resources.

(1) PRIORITY OF SUPPLY

All natural gas distribution utilities, supplying various classes of service, assign priorities for the maintenance of supply in the event of the necessity for curtailment. Hospitals and similar institutions receive top priority while every effort is made to maintain service to residential customers. Generally speaking, commercial classes of service receive secondary priority and industrial customers third.

Service to industrial customers may be curtailed making this volume of gas available for other purposes. Major industries using firm, interruptible and seasonal gas, provide large alternate volumes available for top priority consumers. Firm gas under contract is supplied on an everyday (daily demand) basis by distributors. Additional amounts of gas available during off peak seasons, called interruptible gas, are also used by industry.

In cases where (1) interruptible volumes are available, and (2) a shortage situation requires extra gas, Companies serving industry will arrange to make interruptible quantities available for other use. These volumes may be shifted from zone to zone and from area to area (e.g. shutting off a Mill in Northwestern Ontario can make additional gas available to keep homes warm in Orillia). An urgent situation which would require one Company to borrow gas from another Company would be arranged on an individual inter-Company basis, with the co-operation of the transmission line Company.

(2) ISOLATION OF GAS DISTRIBUTION SYSTEM

In the event of a declared emergency which may involve extensive damage to gas distribution facilities or where such damage is anticipated, it may be necessary to isolate a part of the system to effect repairs to the damaged facility and/or to protect supply to other parts of the system.

The procedures to be followed are as outlined in the Consumers' Gas Company Metro Emergency Procedures.

(3) SUPPORT SERVICES

The Consumers' Gas Company undertakes to provide such personnel, equipment and communication services as are available for support of other agencies in the event of a declared emergency.

EMERGENCY WARNING LIST

In the event of an emergency involving the Company's gas piping system, the Coordinator for direction of company activity will be one of the following, depending on availability.

		Home	Business
Manager Metro Operations	W. Smith	683-0410	492-5381
Manager Metro Service	H. Erwin	423-1459	492-5385
Manager Metro Construction and Maintenance	P. Davies	668-7958	492-5390

The above should also be contacted in the event of requirements for support services.

For efficient response to emergency situations, however, **all emergency notifications and requests for emergency assistance should be directed to Consumers' Despatch emergency numbers:**

492-0022
or 492-5524

Despatch is equipped at all time to take necessary initial action and to contact key personnel according to the nature of the incident. All emergency radio and telephone communications involved in coordination of the Company's activities can be accessed via Despatch.

THE CONSUMERS' GAS COMPANY
METRO
EMERGENCY PROCEDURES

The steps and considerations outlined in the procedure are intended to be a guide for Distribution Department action.

This procedure should not be accepted as the only means of handling emergencies, for each problem must be judged in the light of actual conditions. However, this report indicates the phases to be considered should an emergency arise.

W. Smith
Manager of Operations

INCIDENT NOTIFICATION

W. SMITH IS TO BE INFORMED IMMEDIATELY FOLLOWING:

1. **Fire or Explosion**
   a) Where Energy Branch has been informed (per O.Reg.254, section 81).
   OR b) 2-Alarm fire where there is a gas service to the building, or where gas may need to be shut off to adjacent buildings, or where company personnel are in attendance.

2. **Gas Escapes**
   a) Where it has been found necessary to evacuate a building.
   OR b) Where large accumulations of gas in below-ground chambers, etc. may make evacuation necessary.
   NOTE: **Where possible,** W. Smith should be notified **prior to** the evacuation of commercial buildings, hospitals, schools, and public meeting places, **however,** necessary prompt action should not be delayed pending such notification.

3. **Damaged Services**
   Dependent on consequences or probable consequences as indicated above.

4. **Damaged Mains**
   a) Low pressure – dependent on consequences or probable consequences as indicated above.
   b) ALL Medium, Intermediate, and High Pressure main breaks.

5. **All instances where** customer outage has been or may be caused by any type of distribution failure or where a system over-pressure is experienced.

METHOD OF NOTIFICATION

Whenever possible, information should be relayed to W. SMITH by H. ERWIN, or P. DAVIES, but in the event that contact cannot be made in this way, the despatcher or senior supervisor involved is to contact W. SMITH directly.

EMERGENCY PROCEDURES

In all cases of emergency, the following people will be notified:

Person	Business	Radio No.	Residence
W. Smith	492-5381-4	601	683-0410
H. Erwin	492-5385-7	1100	423-1459
P. Davies	492-5390-3	605	668-7958
J. Bayko	492-5662	–	532-0817

At the direction of the Co-ordinator, other operating personnel may be notified also (see Appendix).

The Co-ordinator will advise the Metro District Manager, G. N. Milburn Bus. 492-5206 & 492-5207, Res. 668-9013, the despatcher will notify J. McKay, Res. 445-9382.

Mr. J. McKay, from additional field information received from the Co-ordinator will notify the appropriate people.

Availability lists of all personnel are available in the Service Despatch Office at the Victoria Park Centre.

Ministry of Consumer & Commercial Relations
Technical Standards Division

ENERGY BRANCH
Chief Inspector
A. Allan Bus. 965-1973
Res. 291-6589
C. Arnold Bus. 965-7627
Res. 291-2009

THE ENERGY ACT, 1971

Ontario Regulation 254 Accident Reports:

Section 81 – Every transmitter, distributor and storage company shall,

(a) report to an inspector in person or by telephone or telegraph immediately upon the fact becoming known to him,

  (i) any fatality,

  (ii) any fire or explosion resulting in property damage estimated to exceed $250.00 in amount, or

  (iii) any fire or explosion resulting in a personal condition requiring medical treatment, where the fatality, fire or explosion was caused or appears to have been caused directly or indirectly by gas produced, transmitted, distributed, or stored by the transmitter, distributor or storage company.

(b) report forthwith to the Director in writing the information required under clause (a) and

(c) on the request of the Director, or an inspector, supply such additional information as is required concerning the fatality, fire or explosion.

The purpose of this report is to provide a guide for Distribution and Gas Supply Departments action on the event of an emergency. Several types of emergencies must be considered, as different procedures must be used to handle each. Basically, the report is aimed at ensuring co-ordination between the Construction, Customer Service, Regulator, Planning and Records Sections of the Distribution Department and Gas Control of Gas Supply Department. Under the heading "Types of Emergencies", four classifications can be found: explosions, fires, mainline breaks and distribution line breaks. As well as being split into these four classifications, emergencies must be grouped geographically i.e. Central, West and East. The geographical breakdown is necessary because construction and service facilities differ in the various locations.

CO-ORDINATOR

In all cases of emergency, the activities of the Distribution Department will be directed by a Co-ordinator. He will direct operations from the Despatch Office, unless another centre of operations is deemed more feasible.

The Co-ordinator will be responsible for:

1. The movement and activities of all on-the-site crews.
2. The gathering of all records and legal data which may be necessary.
3. The decision to close any valves on the transmission or distribution lines.
4. The recording and passing of information to other Company supervisors.
5. The logging of all activity on the radio.
6. System operating pressures and gas supply.

FIELD CO-ORDINATOR

The Co-ordinator will be assisted by a Field Co-ordinator, appointed by the Co-ordinator. The Field Co-ordinator will proceed immediately to the site and shall be responsible for:

1. The direction of field crews and all field personnel on the orders of the Co-ordinator.
2. Maintaining radio or telephone contact with the Co-ordinator.
3. Gathering field information and passing it on to the Co-ordinator.
4. The logging of all field activity.

The Co-ordinator and the Field Co-ordinator must work closely together because of the large responsibility which rests with them. Since the Field Co-ordinator is in contact with the situation, he should be in the best position to suggest courses of action for the approval of the Co-ordinator, but the final responsiblilty for action must rest with the Co-ordinator.

DUTIES OF GAS SUPPLY CONTROL

Any unreasonable change in operating conditions will be reported to the Gas Supply duty supervisor who will confirm if the condition is caused by the malfunction of equipment or a major line break.

Central Zone

In the event of a line break, failure or over-pressure of any system, Gas supply will notify the Service Despatch and the area affected in accordance with the area emergency procedure. In the event of a station or equipment malfunction, the duty regulating supervisor or duty telemetering supervisor will be notified by Gas Supply.

Eastern Zone, Provincial Gas

In the event of a line break, failure or over-pressure of any system, Gas Supply will notify the area in accordance with the area emergency procedure. In the event of a station or equipment malfunction, Gas Supply will notify the area in accordance with the area operating policy or emergency procedure.

DUTIES OF THE DESPATCHER, DISTRIBUTION DEPARTMENT

The despatcher will be the first to learn of any emergency and must notify all key personnel at once. He must record all telephone and radio messages pertinent to the emergency. As soon as an emergency is reported, he must despatch a fitter or foreman to the scene. He must then inform the Co-ordinator and other key personnel as ordered by the procedure or the Co-ordinator. During the first few minutes of any emergency, the despatcher must act quickly to despatch a man to the scene and to

notify the service and construction foremen on duty. The construction foreman will organize his own crews to meet the emergency but may call on the despatcher for assistance in alerting his men.

Once the despatcher has men on the way to the job, he must contact the Co-ordinator and act on his advice with regard to other persons to be notified.

If the emergency is first reported to representatives other than the despatcher, they must immediately report it to the despatcher and the despatcher will then follow his emergency procedure. However, time should not be wasted trying to place a call to Despatch Office if immediate action by the employee is required to prevent an accident.

If an emergency is reported by Gas Supply, one clerk from the Service Department will be sent to the Gas Control Office to answer the telephone until such time when the Gas Supply duty supervisor arrives.

DUTIES OF THE CUSTOMER SERVICE DEPARTMENT

It is likely that a Customer Service man will be the first company representive on the scene. He should size up the situation to the best of his ability and inform the despatcher. He must take whatever action he can to ensure the safety of the public and protect company property. These first two functions apply to the first company personnel on the job and are not solely Customer Service duties. Primarily, Customer Service Department must be prepared to supply information on customers liable to be affected by the emergency, once notified of the area affected, to take these customers off the line by the operation of valves, to record pressures at services, and to restore any customers to the line whose service has been interrupted. At the discretion of the Co-ordinator, these men may also be assigned to other tasks such as leak survey in emergency.

DUTIES OF THE CONSTRUCTION AND MAINTENANCE DEPARTMENT

Should construction personnel be first on the site, they must report the situation to the despatcher and act to protect the public and company property. The construction foreman on the job will be responsible to the Field Co-ordinator and will direct his crews in repair or investigation work. It is the foreman's responsibility to request manpower, equipment and materials which he feels necessary to cope with the situation.

DUTIES OF THE REGULATOR DEPARTMENT

The Regulator Department will be called in whenever it is necessary to lower pressure or to operate Regulator Stations. The regulator man on the job will act at the direction of the Field Co-ordinator. It is important that the Field Co-ordinator be kept informed of pressures in the system during the operation of valves or stations by persons located at critical points in the system. The selection of the minimum operating pressure will be made by the Co-ordinator and the Regulator Department must maintain the minimum.

DUTIES OF THE PLANNING AND RECORDS DEPARTMENT

During any emergency, the Planning and Records Department must supply all information for locations and details of valves, drips, mains and other pertinent details as requested by the Field Co-ordinator. This department must also gather all data on the emergency area such as plates, maps, construction drawings, MO's, as-laid drawings, utilities' records and/or records pertinent to the particular emergency, such as field notes, etc., and supply this information to the Co-ordinator. This type of information consists of:

Main History

Size – type – when laid – work done on main (field books).

Service History

Size – type – when laid and miscellaneous work tickets.

Leakage Survey Reports

(a) Inside Cards
(b) Outside Cards

All dates on cards with reported findings and by whom completed. In the event that indications were reported, furnish information as to what action was taken. This can be obtained from miscellaneous work tickets.

Odorant Reports

Information taken from reports for two weeks prior to the incident.

Meter History

(a) Size – when set – by whom
(b) Other meter changes

Rem Rand Records

(a) Report all complaints by order number. Nature of complaint, date and by whom completed.
(b) Any other information such as jobbing contracts.

Appliances

(a) Report types of appliance connected regardless of type of fuel.
(b) If gas appliances, report installation and Energy Board Inspection information if on record.
(c) Report any illegal connections, e.g. rubber hose.
(d) Try to ascertain if any inflammable liquids are being stored.
(e) In areas which have been converted, report information from Conversion Order Records.
(f) Where automatic gas appliances are involved, check out safety controls.

GENERAL EMERGENCY POLICY

IN THE EVENT OF AN EXPLOSION OR MAJOR FIRE:

1. **Co-ordinator**
   The Co-ordinator will be notified immediately.
2. **Services**
   Any gas service to the damaged property must be rendered inactive.
3. **Street Openings**
   Check all street openings in the area for gas indications, and vent accordingly if required.
4. **Basements**
   Check all basements in the area for gas indications, and vent accordingly if required.
5. **Barhole Testing**
   It is company policy to establish whether our underground structures have been damaged, whether we are responsible for the incident, and to ensure ourselves that there are no unsafe conditions. Barhole testing is one method of leak detection which can be undertaken almost immediately on the arrival of our personnel. Before barholing or any excavation begins, other utilities must be contacted for locations of their underground plant. Even though no gas indications may be found in street openings or adjoining basements, it does not eliminate the fact that gas may have been a contributing factor to the incident.

   As soon as possible, barhole testing should be done in the following locations, but not necessarily the following order:
   (a) Completely around the affected building or buildings near the foundation.
   (b) On any service or services entering the affected building.
   (c) On all mains in the area.
   (d) On all abandoned mains in the immediate area.

   A sketch must be provided showing all pertinent information, including the location of all barholes and the results of the tests.
6. **Testing Gas Indicators**
   Whenever anyone is called out to an incident to survey barholes, street openings, basements, etc., they must be certain to test their gas indicating instruments immediately after they are relieved of duty. It is important that it is established that the instruments they were using were working properly.
7. **Reports**
   Anyone involved in an incident must make out reports each day in his own handwriting indicating the date, exactly what he saw, what he was asked to do, what he did, and the results he achieved. These reports are to be handed in directly to the Co-ordinator. Handwritten reports will be retained.
8. **Meter Removal**
   The meter is to be removed from the affected building only at the discretion of the Co-ordinator. He may also request that the service be cut off and tested.
9. Consumers' Gas Despatch must be kept informed.

IN THE EVENT OF A MAJOR DISTRIBUTION LINE BREAK

1. The Co-ordinator must be notified immediately.
2. The area must be made safe.
3. The flow of gas escaping must be stopped as soon as possible.
4. Pressures must be reduced, when necessary, to reduce the flow of gas and facilitate repair work.
5. Customers will be cut off only as a last resort, and at the discretion of the Co-ordinator.

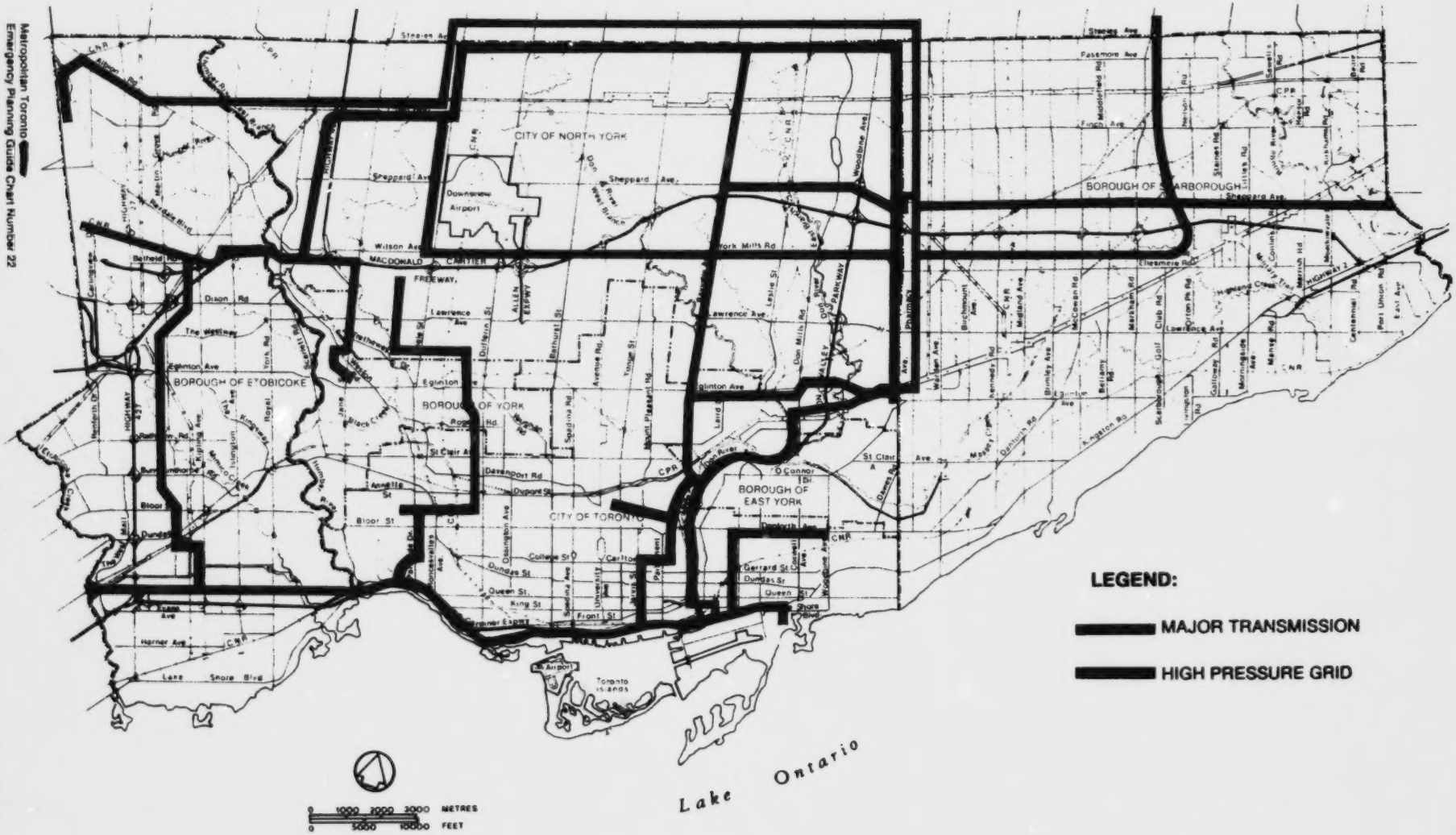
MAJOR PIPELINE DISRUPTIONS
(computer utilization)
In the event of a major pipeline disruption, the computer operations staff will be available. It is the responsibility of the co-ordinator to assess the necessity to make use of these facilities and the priority to be assigned. The computer room is staffed from 11:30 p.m. Sunday to 11:30 p.m. Friday and is closed on weekends. The following supervisory personnel from computer operations are available during these off hours; the list should be phoned down in sequence. The contacted person will then arrange for computer coverage as required.

Supervisory Personnel
Computer Operations

Dan Formica	438-1081
Ken Melanson	668-4414
Dennis Wolfe	493-3299
Neil Allison	638-3420

The request for computer assistance may be relayed to the above personnel by John Bayko or any of the following Planning and Records supervisory personnel:

A. Pressick
D. Forgie
W. Neznik
H. Reuscher
R. Johnson



THE CONSUMERS' GAS CO. DISTRIBUTION SYSTEM OF METROPOLITAN TORONTO

MEDICAL SERVICES

MEDICAL SERVICES

City of Toronto
Department of Public Health

The Municipality of
Metropolitan Toronto
Department of Ambulance Services

St. John Ambulance
Metropolitan Toronto
Disaster Plan

G. W. O. MOSS, M.D., D.P.H.
MEDICAL OFFICER OF HEALTH

J. W. MITCHELL, M.D., D.P.H.
DEPUTY MEDICAL OFFICER OF HEALTH

CITY OF TORONTO
DEPARTMENT OF PUBLIC HEALTH
CITY HALL
TORONTO CANADA
M5H 2N2

ADDRESS ALL CORRESPONDENCE TO
THE MEDICAL OFFICER OF HEALTH

REPLY ATTENTION:

TELEPHONE:

PUBLIC HEALTH IN THE METROPOLITAN TORONTO AREA EMERGENCY/DISASTER PLAN

NB: This plan has been drawn up in consultation with the endorsation of the Medical Officers of Health in the Boroughs of Metropolitan Toronto. Also, with respect to the relationship of the public health services and the Medical Disaster Team.

PUBLIC HEALTH IN THE METROPOLITAN TORONTO AREA

EMERGENCY/DISASTER PLAN

GENERAL

The role of a Public Health Agency in an Emergency and/or Disaster situation is seen to be one of co-ordination, consultation and provision of public health support services. The co-ordination of primary care with public health support services at the scene of a disaster, would be done by the Medical Officer of Health in conjunction with the head of the Disaster Medical Team.

At the outset of an incident, senior staff of the Department from each of three main disciplines, (Medical, Nursing and Public Health Inspection), would attend at the scene to assess the situation. The Medical Officer of Health would then decide upon an appropriate course of action

AUTHORITY

The Medical Officer of Health has a variety of powers under the Public Health Act, R.S.O. 1970, Chapter 377, which may be of assistance in dealing with emergency situations.

INITIAL CONTACT PROCEDURE

The Public Health Agency, in whose jurisdiction the incident occurs, should be notified <u>immediately</u>, in cases of:

1. NATURAL DISASTERS - i.e., floods, large fires, tornados, etc.
2. TECHNOLOGICAL DISASTERS - i.e., Large power failures, transportation accidents (plane crash, train derailment, navigation accidents), toxic chemical spills, and any other incident which may have a detrimental effect on Food and Water supply, Sewage and Waste disposal - or the spread of communicable disease.

If in doubt, it is better to contact the public health agency and allow the staff to assess the gravity of the situation.

The following is a list of contact people in the various municipal health agencies in Metropolitan Toronto:

CITY OF TORONTO, DEPARTMENT OF PUBLIC HEALTH

Dr. G.W.O. Moss Medical Officer of Health	367-7401
Dr. Lynne McNiece Assoc. Medical Officer of Health	466-1110
Dr. M. Rampersaud Director of Medical Services	367-7457
Ms. B.M. Davidson Director of Public Health Nursing	367-7431
Mr. W.D. Connery Director of Public Health Inspection	367-7461

The above telephone numbers apply only during the period of 8:30 a.m. to 4:30 p.m. Monday to Friday.

[illegible] 111.

CITY OF NORTH YORK, DEPARTMENT OF PUBLIC HEALTH

Dr. A.M. Archibald Medical Officer of Health	Bus. 224-6199 Res. 284-5546
Dr. J. McCausland Assoc. Medical Officer of Health	Bus. 224-6201 Res. 493-0536
Mr. R.G. McQuillan Director, Public Health Inspection	Bus. 224-6315 Res. 225-6949
Mr. F.J. Hendriks Asst. Director, Public Health Inspection	Bus. 224-6315 Res. 441-5619
Ms. L. Dickin Director, Public Health Nursing	Bus. 224-6354 Res. 489-1574
Miss E.L. Oudot Asst. Director, Public Health Nursing	Bus. 224-6353 Res. 597-0686

Regular business hours are 8:30 a.m. to 4:30 p.m. Outside regular hours, City staff can be reached through a dispatcher by phoning 224-6433.

BOROUGH OF EAST YORK HEALTH UNIT

Dr. J.S. Bell Medical Officer of Health	Bus. 461-8136 Res. 757-0944 Farm 344-2873
Jack Gilmour Chief Public Health Insp.	Bus. 461-8136 Res. 757-0806
Wm. H. Robinson Sr. Public Health Insp.	Bus. 461-8136 Res. 423-2847
Norma Fieldhouse Director, Public Health Nursing	Bus. 461-8136 Res. 424-1440
Florence Abbotts Business Manager	Bus. 461-8136 Res. 757-1594

Regular business hours are 8:30 a.m. to 4:30 p.m.

BOROUGH OF ETOBICOKE, COMMUNITY HEALTH DEPARTMENT

Dr. A.M. Eckert Medical Officer of Health	Bus. 626-41[illegible] Res. 278-1[illegible]
Dr. R.H. Frith Assoc. M.O.H.	Bus. 626-4161 Res. 226-3115
Mrs. M. Stijovic Director of Nursing(Unlisted)	Bus. 626-4161 Res. 622-7218
Mrs. J. Kinslow Asst. Director of Nursing	Bus. 626-4161 Res. 277-4075
Mr. H. Schaub Director, Public Health Inspection	Bus. 626-4161 Res. 249-2808
Mr. A. Cheng Senior Public Health Insp.	Bus. 626-4161 Res. 247-6563
Mr. J.W. Pollock Senior Public Health Insp.	Bus. 626-4161 Res. 279-7649

Regular working hours are 8:30 a.m. to 4:30 p.m. In emergencies, after regular working hours, call 626-4171.

BOROUGH OF SCARBOROUGH, DEPARTMENT OF HEALTH

Dr. E.K. Fitzgerald Medical Officer of Health	Bus. 296-7445 Res. 284-4416
Dr. Z.M. Davison Assoc. M.O.H.	Bus. 296-7445 Res. 444-9381
Mr. D. Feeney Director, Public Health Inspection	Bus. 296-7434 Res. 439-1436
Mr. P. Higgins Asst. Director, Health Inspection	Bus. 296-7435 Res. 291-7621
Miss E. Beardmore Director of Nursing	Bus. 296-7443 Res. 757-8277

Miss J. Keslick
Asst. Director of
Nursing

Bus. 296-7444
Res. 444-2158

Regular working hours are 8:30 a.m. to 4:30 p.m. After regular working hours, the aforementioned staff members can be reached at 293-1961.

BOROUGH OF YORK, DEPARTMENT OF PUBLIC HEALTH

Dr. J.W. Mitchell
Medical Officer of Health

Bus. 653-2700

Ms. R. Aiken,
Director of Public Health Nursing

Bus. 653-2700

Mr. D. Carroll
Chief Public Health Inspector.

Bus. 653-2700

Regular working hours are 8:30 a.m. to 4:30 p.m. After regular working hours staff may be contacted through 789-4528.

THE MUNICIPALITY OF METROPOLITAN TORONTO
DEPARTMENT OF AMBULANCE SERVICES
DISASTER PLAN

I N D E X

Section		Page
	DISPATCH PROCEDURES - Assistant Supervisor	7
	- Tactical Dispatcher/Recorder	8
	AIM	9
1.	FIRST RESPONSE	
	COMMUNICATIONS CENTRE NOTIFICATION	9
	COMMUNICATIONS ASSISTANT SUPERVISOR	9
	FIRST UNIT ON THE SCENE	10
	CONTROL CENTRE	10
	E.S.U. RESPONSE	11
	DISTRIBUTION OF PATIENTS	11
	CALL OUT OF OFF-DUTY PERSONNEL	11
	DESIGNATED STAGING AREA	12
	ARRIVAL OF THE E.S.U.	12
	DISTRICT SUPERVISOR'S ARRIVAL	13
	NEWS MEDIA	13
	AUTHORIZATION	13
	PATIENT MOVEMENT RECORD	14
2.	TRIAGE	
	TRIAGE OFFICER	15
	TRIAGE SITE	16
	TRIAGE TAGS	17
3.	ON-SITE ACTIVITY	
	ON-SITE COMMUNICATIONS	19
	MEDICAL ASSISTANCE ARRIVING ON SITE	19
	ARRIVAL OF COMMISSIONER/FIELD SUPERINTENDENTS	20
	ON-SITE D.A.S. IDENTIFICATION	20
4.	SUPPORT SERVICES AND EQUIPMENT	
	TRAINING SUPERVISOR & DISTRICT SUPERVISORS (TRAINING)	21
	FLEET SUPERVISOR	21
	STORES SUPERVISOR	22
	VEHICLE CONVERSION SUPERVISOR & CONVERSION STAFF	22

I N D E X

	Section	Page
5.	EMERGENCY SUPPORT UNITS	
	E.S.U. #5 & E.S.U. #6 LOCATION & RESPONSE	23
	E.S.U. LOCATION MAP	24
6.	TEMPORARY SHELTERS	
	USE OF METRO HOMES FOR AGED	25
7.	LOSS OF COMMUNICATIONS	
	LOSS OF CENTRAL CONTROL COMMUNICATIONS	27
	LOSS OF ROAD COMMUNICATIONS	28
8.	USE OF ISLAND FERRY	
	EMERGENCY USE OF TORONTO ISLAND FERRY	29
9.	AIRPORTS	
	AIRPORTS - METRO AND OUT OF TOWN	33
10.	HOSPITALS AND NURSING HOMES	
	HOSPITALS - GENERAL	34
	- PSYCHIATRIC	35
	- MISCELLANEOUS	35
	- CONVALESCENT	36
	NURSING HOMES	37
11.	AREA DISPATCH CENTRES	
	MAP OF AREA DISPATCH CENTRES	41
	AREA DISPATCH CENTRES	42

COMMUNICATIONS ASSISTANT SUPERVISOR

1. Order tactical room manned.
2. Order tactical band channel 5 used for all responding vehicles and staff.
3. Notify:
   (a) Duty Officer.
   (b) Commissioner.
   (c) Field Superintendents.
   (d) Police.
4. Supply all pertinent information to Tactical Dispatcher Re:
   (a) Available Fuel.
   (b) Temporary Shelter.
   (c) Medical supples - 24-hour availability.
   (d) E.S.U. 5 and E.S.U. 6 Hospital Access Manual.
   (e) Emergency use of Toronto Island Ferry.
   (f) Hospitals and Nursing Homes.
5. Have all above information available plus the following:
   (a) Departmental Supervisors residence list.
   (b) Staff lists and maps.
   (c) TTC utilization.
6. Directly supervise tactical room (Tactical Dispatcher and Recorder).
7. Dispatch Communications van(s) if and when required.
8. Ensure response of E.S.U.'s.
9. Ensure adequate coverage by overtime if necessary.
10. Notify temporary shelters when authorized by Senior Operational staff.
11. Notify medical and fuel suppliers from 24-hour lists when required.

DISPATCHER

1. Obtain as much information as possible.
2. Dispatch minimum of one ambulance ensuring communications link established at scene.
3. Notify Senior Dispatcher, who will in turn advise Communications Assistant Supervisor and appropriate District Supervisor.

TACTICAL DISPATCHER

1. Order all units attending incident on to the tactical band channel 5.
2. Have all information re:
    (a) Available fuel.
    (b) Temporary shelters.
    (c) Medical supplies - 24-hour availability.
    (d) E.S.U. 5 and E.S.U. 6 Hospital Access Manual.
    (e) Hospitals and Nursing Homes.
    (f) Emergency use of Toronto Island Ferry.
3. Ensure continuous radio link with site.
4. Dispatch additional units as directed by on-site Senior Operational staff.
5. Ensure receipt of continuous updates re:
    (a) Exact location and type.
    (b) Estimated number of patients.
    (c) Best access/egress routes.
    (d) Status of incident; i.e., escalating or de-escalating.
    (e) Update while enroute:
        (1) Duty Officer.
        (2) Commissioner.
        (3) Field Superintendents.
6. Notify area hospitals.
7. Notify appropriate hospitals of number and conditions of patients enroute.
8. Direct ambulances to area hospitals considering severity of condition of patients.

TACTICAL DISPATCHER AND/OR TACTICAL RECORDER

1. Responsible for completion of patient movement records.
2. Obtain and record all triage tag numbers.

MAJOR INCIDENTS WITHIN METRO

THE AIM: The object of this plan is to bring the brunt of this department's manpower and material resources to bear on a large incident or disaster situation to effect removal from danger, casualty sorting, and provide sufficient medical care to sustain patients through further evacuation.

1. COMMUNICATIONS CENTRE NOTIFICATION: Immediately upon being notified of a suspected incident, the receiving Dispatcher will obtain as much information as possible to minimize confusion and forward that information to the appropriate District Dispatcher while simultaneously informing the Senior Dispatcher who in turn will advise the Communications Assistant Supervisor of the incident.

   The District Dispatcher will respond an ambulance ensuring that a communications link will be maintained by the intial crew, and notify the appropriate District Supervisor.

2. COMMUNICATIONS ASSISTANT SUPERVISOR: The Communications Assistant Supervisor or the Senior Dispatcher will notify the Duty Officer, Commissioner, Field Superintendents and Police while simultaneously having the tactical room manned by a capable person who will be under his/her direct supervision. All units attending the incident will be placed on the tactical band channel 5.

   When the tactical room is manned, the Assistant Supervisor will ensure that the Tactical Dispatcher is supplied all pertinent information re:

   (a) Available fuel.
   (b) Temporary shelters.
   (c) Medical supplies - 24-hour availability.
   (d) E.S.U. 5 and E.S.U. 6 Hospital access manual.
   (e) Emergency use of Toronto Island Ferry.
   (f) Hospitals and Nursing Homes.

3. FIRST UNIT ON THE SCENE: Has the responsibility of initially assessing the situation and transmitting an accurate description of the incident to Control giving:

(a) Exact location and type of incident.
(b) Estimated number of patients.
(c) Estimated number of units required.
(d) Best emergency access/egress routes.

The Driver will maintain the communications link with Control while the Attendant will begin initial triage with the tags available within his/her unit, identifying immediate priority casualties. The first crew will remain on the scene performing the above mentioned duties until otherwise directed by the oncoming supervisory personnel.

The Communications Centre will dispatch additional units as directed, utilizing the emergency access/egress route as determined by on-site supervisory personnel.

4. CONTROL CENTRE: The Control Centre will, upon receipt of the initial assessment of the incident as to (a) exact location and type, (b) estimated access/egress routes, dispatch units including Emergency Support Units, as required and update District Supervisor, Duty Officer, Commissioner, Field Superintendents, and notify area hospitals.

The Control Centre will ensure that continuous updates are provided to all senior staff enroute until their arrival on-site.

The communications vehicle will proceed to the site upon the request of the senior on-site departmental supervisor or when it becomes obvious to the Communications Supervisor that an on-site communications relay is necessary.

All information regarding the number and condition of patients will be forwarded to the appropriate hospital as soon as the information is available.

5. E.S.U. RESPONSE: When an Emergency Support Unit (1-4) is required, a crew will be dispatched to the E.S.U. location closest to the incident and will respond with one man driving the E.S.U. and his partner responding with their ambulance. If a crew is not available, the Control Centre will have a District Supervisor respond with the Emergency Support Unit.

6. DISTRIBUTION OF PATIENTS: The Tactical Dispatcher will direct ambulances involved with the incident to area hospitals, adhering to the principle that the most seriously injured are transported to the closest hospitals and the less seriously injured will go to those hospitals farther away. Patient priorities for distribution will be determined by the patient's triage tag, or in the absence of a triage tag, by the patient's condition.

Sitting next to the Tactical Dispatcher will be a Tactical Recorder, who will be responsible for filling out the Patient Movement Record during the incident and otherwise assisting the Tactical Dispatcher. This position will be filled from within the Control Centre immediately upon manning the tactical room during an incident. The Tactical Recorder will ensure that all triage tag numbers are obtained from the driver/attendants and are recorded on the Patient Movement Record.

Any updates of patient movements will be provided from these Patient Movement Records.

7. CALL OUT OF OFF-DUTY PERSONNEL:

a. In the event that additional off-duty personnel are required to assist on site, the Control Centre will begin to telephone those personnel living within the district that the incident is occurring until relieved by a Scheduling Division staff member.

b. Additional personnel will be contacted by scheduling staff from neighbouring districts when further manpower is required, and those available within the first district have been contacted.

c. Personnel will be asked by the Control Centre to wear their uniform and carry departmental identification when reporting for duty.

d. It is imperative that all departmental staff reporting directly to the Disaster Site, report for duty and off duty with the Departmental Command Post. This will ensure that all staff are accounted for and that accurate time records are maintained.

8. DESIGNATED STAGING AREA: This location will be identified by the on-site District Supervisor, or, if he is too busy on-site, by the Supervisor of the Control Centre.

This point will be outside the Police perimeter so our personnel will have unimpeded access and preferably will be located in a shopping centre parking lot, school yard, etc., that will allow for parking a large number of vehicles.

A District Supervisor's vehicle, or some other departmental vehicle, will be dispatched by the Control Centre and stand by this spot making it visible for approaching personnel.

Personnel manning this vehicle will remain in contact with Control at all times to receive accurate direction to the scene.

Transporting these people from the designated staging area to the scene will be accomplished through Central Control. The Supervisor or his designate, will contact the T.T.C. via the direct line and ask for the Controller.

The following information will be supplied to the T.T.C. Controller who will arrange for their response:

(a) Number of T.T.C. vehicles required.
(b) Pick up location (designated staging area).
(c) Priority (i.e., emergency, within ½ hour, etc.).
(d) On arrival, report to Ambulance Supervisor.

9. ARRIVAL OF THE E.S.U.: E.S.U.'s will be placed adjacent to the identified triage area and will identify themselves by activating the flashing white strobe light. One crewman will be detailed by the District Supervisor to man the E.S.U. The District Supervisor will then arrange distribution of on-board equipment as necessary to the triage area to ensure optimum patient care.

The radio call sign of the E.S.U. will be "Support" followed by the vehicle number; i.e., E.S.U.1 will be "Support 1"; E.S.U.2 will be "Support 2", and so on.

10. THE DISTRICT SUPERVISOR: Upon his arrival on the scene, the District Supervisor will switch to designated channel and the Control Centre will ensure that everyone involved in the incident remains on their designated channel. The District Supervisor will then:

a. Confirm nature of incident and the number of units required to service the scene.

b. Confirm emergency access/egress routes for units approaching the scene.

c. Determine an ambulance parking area(s) and triage area(s) and notify Control of their location(s) so that they may accurately direct approaching units to these locations.

d. On arrival, ambulance staff will be assigned to the operations as directed by the District Supervisor.

e. The parking function will be handed over to a Police Constable through a senior Police Officer after receiving direction from the Supervisor re: how ambulances should approach, line up and leave after loading patients.

f. Provide updates at regular intervals reflecting whether the incident is escalating, de-escalating or is static.

11. NEWS MEDIA: Press releases will be granted only on the authority of the Commissioner. In his absence, all enquiries should be directed to the on-site Field Superintendents.

12. AUTHORIZATION: In the event of mass evacuation of ambulatory uninjured people to temporary shelters, the senior on-site departmental supervisor will authorize the use of T.T.C. vehicles for that purpose.

The 24-hour availability lists re: fuel, medical supplies, etc., will be activated only on the authority of the Duty Officer, Commissioner, or Field Superintendents.

PATIENT MOVEMENT RECORD

DA FORM

HOSPITAL	Pt Cap	HOSPITAL	Pt Cap	HOSPITAL	Pt Cap	HOSPITAL	Pt Cap	HOSPITAL	Pt Cap
AMB NO / NO OF PT / TOTAL		AMB NO / NO OF PT / TOTAL		AMB NO / NO OF PT / TOTAL		AMB NO / NO OF PT / TOTAL		AMB NO / NO OF PT / TOTAL	

HOSPITAL	Pt Cap	HOSPITAL	Pt Cap	HOSPITAL	Pt Cap	HOSPITAL	Pt Cap	HOSPITAL	Pt Cap
AMB NO / NO OF PT / TOTAL		AMB NO / NO OF PT / TOTAL		AMB NO / NO OF PT / TOTAL		AMB NO / NO OF PT / TOTAL		AMB NO / NO OF PT / TOTAL	

T R I A G E

TRIAGE OFFICER: Initially, this position will be filled by a Driver/Attendant. Upon the arrival of supervisory personnel, however, a Supervisor will assume this position with the attendant from the first crew remaining at his disposal as a means of communication. He will identify himself on site by wearing the fluorescent vest marked Triage Officer which is carried in Emergency Support Units.

The Chief Triage Officer will determine the need for on-site medical assistance and relay this to Control who, with the Police, will coordinate the transport of such assistant to the site.

The Chief Triage Officer will be responsible for the following:

a. Appointing sufficient Triage Officers in order to ensure that patients are properly assessed and tagged according to priority.
b. Designate Triage Sites to accommodate tagged patients.
c. Designating Holding Areas where medical teams can maintain definitive treatment following stabilization.
d. Evaluate the need for On-Site Medical Teams, if required.
e. Notifying the Site Control Officer who will direct Control via the Mobile Command Post to coordinate with the Police Department for transportation of Medical Teams to the site.
f. Assigning the on-site Medical Teams to Triage & Holding Areas as they arrive on the scene, ensuring the proper utilization of their special fields during the course of the disaster.
g. Ensuring safe removal of patients from the Holding Area(s) to hospitals.
h. Update the On-Site Control Officer continually during the disaster.

The Triage Officer is responsible for casualty sorting and determining the care and movement of people through the Triage area in conjunction with on-site medical personnel, when they are present, and ensuring that:

a. The patient is properly tagged.
b. The patient is identified where possible.
c. The patient's condition is accurately noted.
d. The transporting ambulance number is recorded.
e. Incoming medical assistance will be updated and directed to where they will be most effective.
f. Incoming stretcher bearers will be directed to the triage officer and

will function under his direction.

g. Provide I.D. armbands from E.S.U.'s to incoming personnel.

h. Portable stretchers carried by the E.S.U.'s will be under the control of the Triage Officers, who will distribute them on-site via the stretcher bearers.

i. Field communications will be maintained with the on-site medical assistance, keeping in mind that the stretcher bearers are an excellent communications line to the medical assistance in the field and can relay messages or transport supplies back and forth with each patient when they are assigned to a specific medical team.

j. Stretcher bearers on site may have to be recruited in the first few minutes from civilians on the scene under the direction of a Driver/Attendant to remove patients quickly from possible danger until trained stretcher bearers in the form of off-duty personnel can arrive.

k. If this is the case, their names and addresses will be recorded in the E.S.U. logbooks. When they are moving patients, these people should be kept in small groups under the direct guidance of an ambulance crewman so they will function effectively.

DESIGNATING TRIAGE SITE(S): The Triage and ambulance parking area(s) should be chosen with the following factors in mind:

(a) Security and safety of patient and staff.

(b) Prevailing weather (T.T.C. buses to be used as shelter if necessary and T.T.C. to be notified via Control's direct line as to specific requirements.

(c) Access to the area for stretcher bearers.

(d) Access from the area for ambulances and crews.

(e) There may be more than one Triage site established within the bounds of the disaster scene depending on the size and numbers of people involved.

(f) Police will be notified, through Control, of vehicle movement (i.e., T.T.C. buses) so that their movement to and placement within the scene will not be hindered or delayed.

(g) The Triage site(s) may have to be moved in order to leave a danger zone or to keep up with a moving incident (i.e., large fire).

TRIAGE TAGS

Triage Tags will be distributed as follows:

Emergency Support Unit - 150 tags
Supervisory Units - 50 tags
Each Ambulance - 10 tags

These tags will be utilized by Departmental Personnel or on-site medical personnel to indicate each patient's condition and priority for removal from the site.

The RED TAG denotes IMMEDIATE PRIORITY condition of patient. This represents a life threatening situation. This condition will be indicated and tag completed as accurately as possible. The remainder of the coloured tags will be removed to leave a RED TAG only attached to patient to signify his condition.

The ORANGE TAG denotes SECOND PRIORITY condition of patient. These conditions could deteriorate into a life-threatening situation and are to have priority in treatment and removal after all patients with RED TAGS have been attended to or removed.

The YELLOW TAG denotes a DELAYED PRIORITY or Ambulatory condition of patient. These conditions are not high priority conditions and will have priority in treatment and removal only after all patients with RED TAGS or ORANGE TAGS have been treated or removed.

The BLUE TAG denotes DECEASED individuals. The guidelines of the Ambulance Act will be followed by all on-site ambulance personnel when identifying a patient as deceased. Only those patients who are obviously dead within the meaning of the Ambulance Act, by means of disection, decapitation or decomposition will be tagged with a BLUE deceased tag by Departmental Personnel. All other patients tagged DECEASED will be done so by on-site doctors only.

Removal of the Perforated Section of Triage Tag. The bottom section of the triage tag may be removed by tearing along the perforated section and is to be done by the Triage Officer Only. This section will be kept by him as a record of the patient's identification condition, and destination.

Tag identification number to be noted on both AS5A and AS5D and will be used as a further means of identifying the patient, both Dispatcher and driver are responsible for noting this number. When changing a patient's priority (i.e., Immediate to Deceased or whatever) attach a new Triage Tag to the patient and mark the previous Triage Tag number and patient information on the newly attached Tag to ensure the recording of accurate information.

1. ON-SITE COMMUNICATIONS: On-site radio communications will be conducted over the tactical channel 5 or channel designated by on-site supervisory personnel. Communications to and from Control will be conducted via the Tactical Room only and communications to and from the site will only be through the senior Supervisor on site or his designate.

   Ambulances dispatched to the incident will switch to the designated on-site channel when requested by Control only and will switch back to their regular channel immediately upon leaving the scene.

2. MEDICAL ASSISTANCE ARRIVING ON SITE: Medical assistance arriving on site will proceed to the Triage Area. The Chief Triage Officer will determine the need for on-site medical assistance and Control will coordinate with the Police authorities to transport medical teams to the disaster Triage Site which will be marked with an E.S.U. flashing a white strobe light. Medical teams will report to the Triage Officer for updating re: the site situation and disposition within the site. Medical assistance will be called out in instances where there are trapped survivors to establish intravenous routes where necessary to sustain the patient(s), administration of analgesics where necessary, amputations where and if necessary and pronouncement of deceased patients at the scene. Persons claiming to be doctors must clearly identify themselves as such. Any questionable credentials will be referred to a Police Constable for verification.

   One form of identification which most medical practitioners have readily available is the license as issued by the College of Physicians and Surgeons of Ontario.

   On-site stretcher bearers will be assigned to on-site medical teams for the duration of the operation and may be used as a means of communication as well as a supply line.

   Each medical team will be formed around an on-site doctor and will be identified by colour-coded armbands carried on the E.S.U.'s and distributed by the Triage Officer as the medical teams arrive on site. Armbands with M.D. will identify doctors on each team.

3. ARRIVAL OF COMMISSIONER/FIELD SUPERINTENDENT(S): - will be constantly updated by Control about the progress of the incident by radio while enroute to the incident. Upon their arrival at the incident, the Commissioner/Field Superintendent(s) will be updated immediately by the senior on-site personnel. They will park adjacent to the departmental mobile command post at the scene so that the additional communications capabilities and vehicles can be utilized when necessary.

The Commissioner or Field Superintendent(s) are the departmental interface with the press and other emergency agencies, therefore, all press inquiries should be directed to them considering that the Police are responsible for press releases.

4. ON-SITE D.A.S. IDENTIFICATION: On-site identification of D.A.S. personnel and their function other than uniform issue, will be in the form of fluorescent vests marked with their title and a number representing their rank within the organization.

i.e.:	TITLE	VEST
	Commissioner	Chief Officer (No. 1)
	Supt., Field Operations	Deputy Chief Officer (No. 2)
	Area Supervisors	Asst. Deputy Chief Officer (No. 3)
	District Supervisors	Supervisor (No. 4)

Therefore, the person in charge of the scene will have the lowest number showing on the fluorescent vest to help identify him to other on-site agencies.

Additional fluorescent vests marked "Ambulance Crew" will be carried in the E.S.U.'s for use by on-site D.A.S. personnel without uniforms.

TRAINING SUPERVISOR & DISTRICT SUPERVISORS (TRAINING):

Upon being notified of a disaster (and unless otherwise directed by the Control Centre) will report to the Command Post at the site where they will have duties and responsibilities assigned by the Site Control Officer.

FLEET SUPERVISOR:

Upon being notified of a disaster by the Control Centre, he will ensure the following:

a. Spare ambulances at the garage facility are stocked, fueled and ready to respond.

b. Garage staff are notified of the disaster and are assigned responsibilities and duties, as required.

c. Departmental tow trucks, service vehicles, four wheel drive vehicles, snow plows, are manned and ready to respond if needed.

d. Will notify the Supervisor of Vehicle Maintenance, who in turn will advise his subordinates of the disaster and call in sufficient numbers of mechanics and handymen as deemed necessary.

e. In liaison with the Supervisor of Vehicle Maintenance, will respond spare ambulances, service trucks, tow trucks and four wheel drive vehicles to the scene as required.

f. Will ensure that spare parts are available and that minor repairs to departmental vehicles are carried out at the scene as required.

g. Will notify the Communications Supervisor as soon as possible of the ambulance and unit numbers that are fueled, stocked and ready to respond as spare units, should they be required.

h. That departmental gas pumps are opened and manned to service departmental vehicles during the disaster and to transport emergency gas supplies to the scene, if and when necessary, in portable containers.

i. All departmental vehicles left at the garage and stores facilities will at all times be fueled with a minimum of a ½ tank of gas.

j. Keys will be left in the ignition of all vehicles stored in the garage facility in readiness to respond if required.

STORES SUPERVISOR:

Will be notified by the Fleet Supervisor of the disaster and he will be responsible for the following:

a. Ensure that all stores vans are stocked, fueled, manned and ready to respond to the disaster as required.

b. Inventory in the Stores Division is updated and readily available to be transported to the scene as required.

c. Stores are transported to the disaster scene as required and that a proper inventory is maintained of all such supplies including a detailed distribution list.

d. If emergency stocks are depleted, suppliers are contacted as soon as possible to re-supply the department.

e. Liaison with the Ontario Ministry of Health, Ambulance Services Branch in the event of a disaster to acquire stores on an interim basis.

VEHICLE CONVERSION SUPERVISOR & CONVERSION STAFF:

The Vehicle Conversion Supervisor will be notified of the disaster by the Fleet Supervisor.

The Vehicle Conversion Supervisor and the Conversion Shop Staff will come under the direct supervision of the Fleet Supervisor and will be assigned duties as designated.

EMERGENCY SUPPORT UNITS #5 & #6

VEHICLE LOCATIONS

ESU-5
Headquarters Building
4330 Dufferin Street
Downsview, Ontario

ESU-6
Headquarters Building
4330 Dufferin Street
Downsview, Ontario

VEHICLE RESPONSE:

These vehicles will respond to any incident or disaster in Metro where:

(a) There are multiple injuries.
(b) The incident will extend over a period of time.
(c) There is the possibility of multiple injuries (i.e., firefighters at a multi-alarm fire).
(d) Shelter from the elements is required for a number of patients. (T.T.C. Buses will be used for this purpose where necessary following the procedure in this plan).

These vehicles have been placed near expressways in order to minimize response times anywhere in Metro.

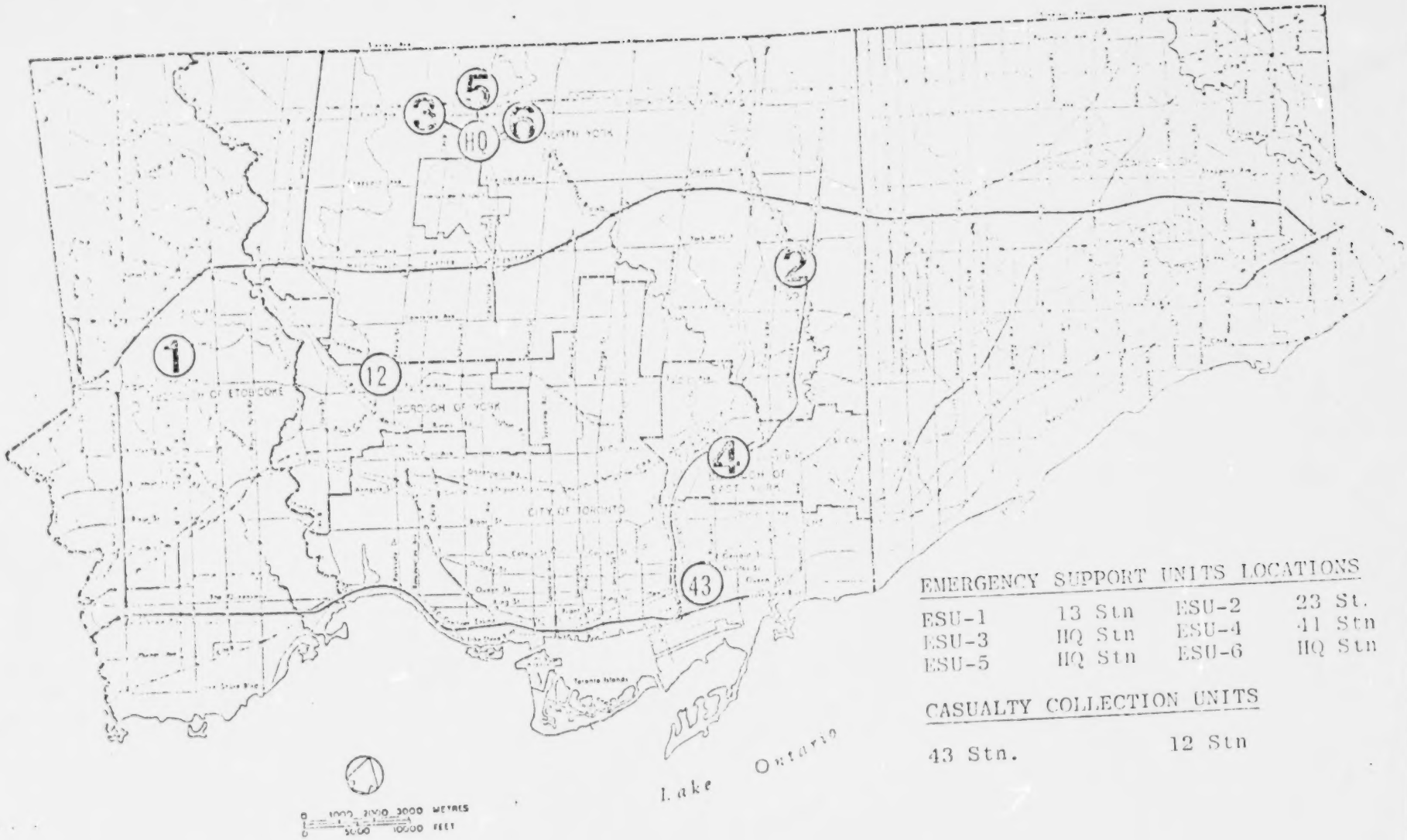
These multi-patient carrying vehicles will be dispatched under the authority of the Supervisor of Communications and/or the Duty Officer.

Based on updates and information received from the scene, the Supervisor of Communications or the Duty Officer will have the authority to cancel the response of these special units.

ON-SITE ACTIVITIES:

When arriving on the scene, the crewman will:

(a) Check with on-site supervisory personnel for vehicle placement.
(b) Prepare the vehicle for extended operations.



EMERGENCY SUPPORT UNITS LOCATIONS

ESU-1	13 Stn	ESU-2	23 St.
ESU-3	HQ Stn	ESU-4	41 Stn
ESU-5	HQ Stn	ESU-6	HQ Stn

CASUALTY COLLECTION UNITS

43 Stn. 12 Stn

Use of Metro Homes for Aged as Temporary Housing:

If the need for such temporary housing becomes apparent from the information given by on-site personnel, The Control Centre will notify the following appropriate institution(s): Do not wait for the institution to answer the phone before dispatching refugees from the scene to the institution as there may be some delay in answering the phone in some instances.

Facilities to be Used

ZONE	PRIMARY	BACK-UP	PHONE NO.
City of Toronto (West of Yonge)	Castleview Wychwood Towers	Fudger Home 925-4274	Castleview Wychwood 8-4: 531-5771, Admin: R. Stagg Home - 447-3679, Bellboy - 249-7751, Pager R3776, Nursing Director: Mrs. Reynold - 491-5635. Do not wait for Castleview to answer phone before transporting.
City of Toronto (East of Yonge)	Fudger Home	Castleview Wychwood Towers	925-4272 - After hours Nursing Supervisor 699-1811 - Mr. Mason Administrator after hours - 699-8037
North York	Cummer House	Willowdale Manor	223-8720
Scarborough	Bendale Acres	True Davidson	438-6236
Etobicoke	Kipling Acres	Westacres Club House	742-8521
York	Castleview Wychwood Towers	Fudger Home	925-4274

Advice to Reception Area

A.) During Normal Business Hours

(08:30 - 16:30 Monday to Friday - Public Holidays Excepted)
The Control Centre will advise the Administrator, or, if absent, the Assistant Administrator, or, if absent, the Nursing Director. The person advised will then institute the internal advisory system to prepare for reception of victims. The Administrator or designate will notify the Director and Senior Administrator.

B.) Outside Normal Business Hours

The Control Centre will advise the Nursing Supervisor on duty. Control will instruct departmental personnel or police accompanying these people that they may have to bang on the front door of the institution to gain their attention and entry but the institution's staff is instructed to take in refugees under these emergency conditions without question.

C.) Monitor vehicles continuously and do whatever is necessary to ensure smooth operation of same.

D.) Upon completion of the incident, E.S.U. 5 and E.S.U. 6 will notify Control and return to Headquarters where supplies will be replenished by Stores as soon as possible.

LOSS OF CENTRAL CONTROL COMMUNICATIONS

I. To the Stations via Direct Line:

This would be indicated by a dead direct line when attempting to contact Control.

Should This Happen:

1. Attempt to contact Control via the private line to report Direct Line malfunction.

If any telephone contact with Control cannot be made:

2. Move the ambulance out of the station and contact Control by radio via Tactical band channel 5 to inform them of the situation.

II. If radio or telephone contact cannot be made with Control:

1. Attempt to contact any District Supervisor over the air, relaying messages via other ambulances if necessary to reach any supervisory personnel over the air for direction.

III. If Police/Fire Base Communications are Intact:

Supervisory personnel will proceed to the nearest police station or fire hall and utilize their communications to transmit calls to the cars within their own districts, utilizing ambulances to relay messages as necessary.

IV. If Police/Fire Base Communications are Inoperative:

Supervisory personnel will proceed to their nearest police/fire station and utilize that location as a base for directing our operations; utilize the combined network of police and fire vehicles as a relay and dispatching system for the combined services.

LOSS OF ROAD COMMUNICATIONS:

Should road communications be disrupted on a large scale (i.e. Metro-wide) the following procedures will be adhered to:

Contact Control by telephone or radio for instruction

If communications cannot be established, follow directions on the previous page dealing with "loss of Central Control communications".

If the unit is in the station:

The vehicle will be pulled out of the station; parked and exhibited in a prominent way so that the public seeking medical assistance will readily recognize your whereabouts. If you can make your way to a nearby large intersection and set up a medical post, do so, with regard for the fact that with destruction of such magnitude you must pay attention to necessities such as food, water, fuel and shelter.

If the unit is on the road:

Place the vehicle and yourselves in a safe location and set up a medical post so that people seeking medical aid may readily recognize your presence and function. If you can make your way to a nearby large intersection, do so and set up your medical post in that location.

EMERGENCY USE OF TORONTO ISLAND FERRY

In the event of a large incident of disaster proportions on the Toronto Islands or in Toronto Harbour or the vicinity, arrangements have been made with Metro Parks to utilize part of the Toronto Island Ferry fleet for our purposes to be used as 'floating ambulances'.

Based on the assumptions that:

(a) The ferry fleet is operating during normal business hours which correspond to seasonal demand in use of the Toronto Islands by the public (i.e. less during winter months).

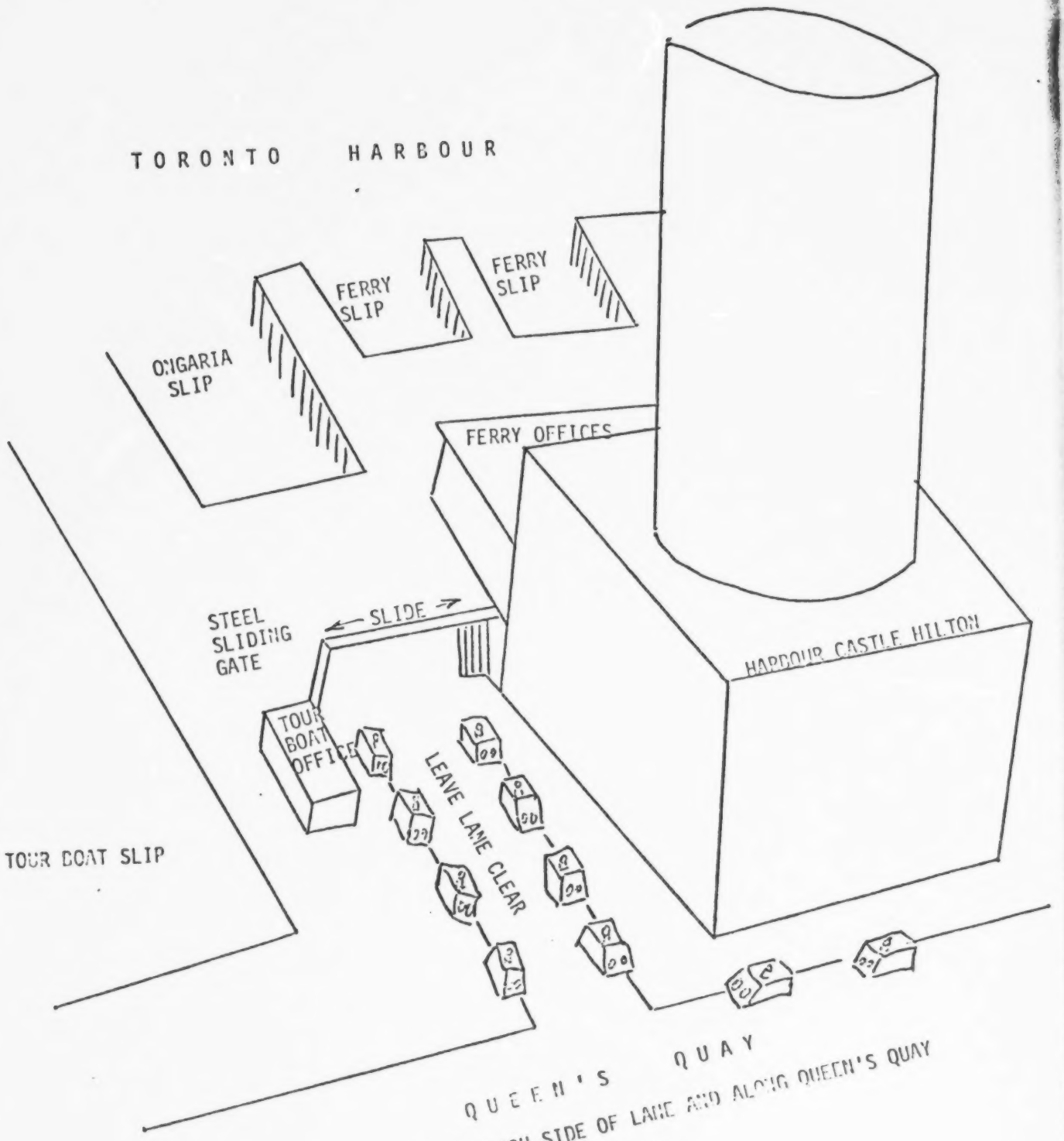
(b) During the winter months when ice conditions will not permit passage of the ferry fleet, other alternatives must be arranged through the Toronto Harbour Police.

The following procedures will be followed:

1. The Control Centre will contact the Ferry Dock office at 367-8193-4 to alert their staff of and/or confirm an emergency situation. After hours call H. Barklem, Superintendent of Ferry Division, Res. 466-7425.
2. Metro Parks will divert one of its passenger ferries and possibly the vehicle carrier ONGIARA to the mainland ferry docks to await our arrival.
3. Our ambulances will park in the lane on the East side of Harbour Castle Hilton Hotel and on Queen's Quay, leaving access to the dock via this lane.
4. Metro Police will be notified by Control to patrol this lane-way to ensure non-emergency traffic does not interfere with our operations.
5. Our personnel, upon their arrival, will unload their life support equipment onto their wheeled stretchers and take this equipment with them on board the passenger ferry to be taken to the site on the Toronto Island or in the harbour area.
6. The vehicle carrier ONGIARA (Metro Parks) will be utilized in addition to the vehicle carrier MAPLE CITY (Toronto Island Airport), depending on the situational demands, to get our vehicles on site on the islands if and as required to provide communications and bases of operations on-site.

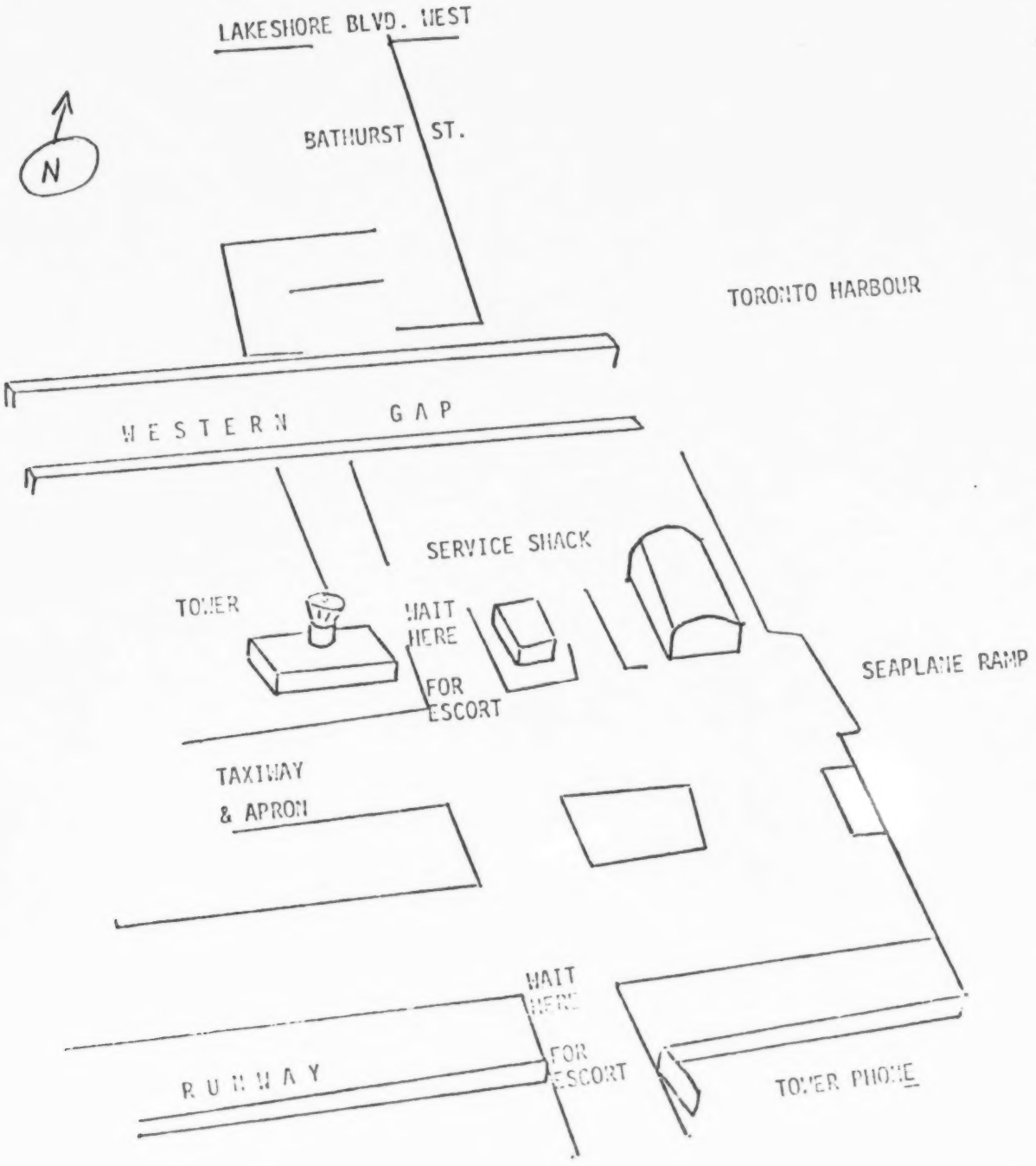
7. The passenger ferry will dock at the closest dock to the incident and remain there while patients requiring treatment are loaded on board for transport back to the mainland ferry docks.
8. A departmental supervisor will either be on the passenger ferry or on-site with his vehicle to direct the loading, treatment, and unloading of patients in cooperation with the ship's captain.
9. After loading of patients on board the passenger ferry has been completed as determined by the ferry captain and the departmental supervisor, the ferry will proceed back to the mainland docks where the patients will be transferred to the above-mentioned parked ambulances and any additional waiting ambulances for transport to hospital.
10. If it is necessary and possible, Metro Parks will put a second ferry into service for the purpose of carrying patients.
11. In the event of a sinking vessel within one mile of the Toronto Islands, our personnel will follow the preceding embarking procedures and proceed to the vicinity to give immediate medical support to survivors.
12. Emergency Support Units will be utilized when and where feasible in these circumstances.

NOTE: The vehicle carrier ONGIARA (Metro Parks) is capable of carrying E.S.U. 5 or E.S.U. 6



PARK VEHICLES ON EACH SIDE OF LANE AND ALONG QUEEN'S QUAY AS SHOWN

NOTE: PICK UP ESCORT AT SERVICE SHACK BEFORE CROSSING RUNWAY



NOTE: USE TOWER PHONE TO PICK UP ESCORT BEFORE CROSSING RUNWAY

AIRPORTS IN AND AROUND METROPOLITAN TORONTO AREA

AIRPORT	ADDRESS	PHONE NUMBER
Toronto International Airport		Access by Direct Line to R.C.M.P.
Toronto International Airport Business Numbers	- Firehall - R.C.M.P. - Medical Services	676-3032 676-3057 676-2840
Toronto Island Airport		Access by Direct Line
Downsview Air Base		Access by Direct Line
C.F.B. Borden		1-705-424-1200
Buttonville	Woodbine & 16th Line	297-1422
Barrie		1-705-726-8592
Markham	Highway 48 & 18th Line	640-6431
Brampton (Flying Club)	Highway 10 & 27 Side Road	453-1503
Oshawa (Flying Club)	Stevenson Road North	1-728-1628 Toronto Line: 686-2155
King City (Flying Club)		832-1111
Maple	2683 Major McKenzie Drive	889-7751
Burlington		335-6759
Orangeville	Highways 9 & 10	1-519-941-6101
Hamilton		1-416-679-6294
Great Lakes Helicopters	439 Queens Quay West	363-0041
Dominion Helicopters	400 Hwy. & King, Vaughn Townline	832-2203

HOSPITALS

CODE NO.	HOSPITALS	ADDRESS	TELEPHONE
1455	Toronto Western	399 Bathurst St.	368-2581
1443	St. Joseph's Health Centre	30 The Queensway	534-9531
1468	Northwestern	2175 Keele St.	651-6111
1311	Queensway	150 Sherway Dr.	259-6671
1466	Humber	200 Church St., Weston	249-8111
1329	Branson	555 Finch Ave.W.	633-9420
1330	N.Y. General	4001 Leslie	492-4500
1361	Scarb. General	3050 Lawrence E.	438-2911
1360	Scarb. Centenary	2867 Ellesmere	284-8131
1302	Tor. East Gen.	825 Coxwell Ave.	461-8272
1339	Sunnybrook	2075 Bayview Ave.	486-3000
1452	Toronto General	101 College St.	595-3111
1459	Wellesley	160 Wellesley E.	966-6600
1444	St. Michael's	30 Bond St.	360-4000
1406	Hospital for Sick Children	555 University	597-1500
1423	Mt. Sinai	600 University	596-4200
1343	York-Finch	2111 Finch Ave.W.	744-2500
1303	Etobicoke Gen.	101 Humber College	744-3400
1428	Ortho & Arthritic	43 Wellesley St.E.	967-8500
1431	Princess Margaret	500 Sherbourne	924-0671
1383	Central Hosp.	333 Sherbourne	964-4111
1393	Doctors Hosp.	45 Brunswick	923-5411
1449	Grace Hosp.	650 Church St.	925-2251
1464	Women's College	76 Grenville	966-7111

MENTAL HEALTH SERVICES

CODE NO.	HOSPITAL	ADDRESS	TELEPHONE
1434	Queen St. Mental	1001 Queen St.W.	535-8501
1389	Clark Inst.	250 College St.	979-2221
1648	Whitby Psyc.	Gordon Street Whitby, Ont.	1-668-5881
1313	Thistletown Hosp.	2772 Islington N.	741-1210
	MISCELLANEOUS		
1367	Addiction Res. Fnd.	33 Russell St.	595-6000
1390	C.N.I.B.	1929 Bayview Ave.	486-2500
1400	Fred Victor Miss.	139 Jarvis St.	364-8228
	Good Shepherd	412 Queen St. E.	368-9817
	Harbour Light	Jarvis & Shuter	363-5509
1332	One Medical Pl.	20 Wynford Dr.	449-7321
	Raxlin Clinic	500 Parliament	966-3641
	Scott Mission	502 Spadina Ave.	924-4437
	Seaton House	325 George St.	367-8597

CONVALESCENT HOSPITALS

CODE NO.	HOSPITAL	ADDRESS	TELEPHONE
1315	Baycrest Hosp.	3560 Bathurst St.	789-5131
1377	Bloorview Child. Hsp.	25 Buchan Court	494-2222
1403	Hillcrest Hosp.	47 Austin Terrace	537-3421
1327	Lyndhurst Lodge	520 Sutherland Dr.	422-5551
1333	Ont. Cripple Child. Centre	350 Rumsey Rd.	425-6225
1356	Providence Hosp.	3276 St. Clair E.	759-9321
1432	Queen Elizabeth	130 Dunn Ave.	530-2111
2935	Queen Elizabeth	550 University Ave.	597-5032
1437	Riverdale Conv. Hosp.	St. Matthews Rd.	461-8251
1441	Runnymede Hosp.	274 St. John's Rd.	762-7316
1337	St. John's Conv. Hosp.	285 Cummer Ave.	226-6780
1335	St. Bernard's Conv.	685 Finch W.	635-8422
1469	West Park Hosp.	83 Buttonwood	243-3600
1342	W.C.B. Hospital	115 Torbarrie	244-1761

NURSING HOMES

1364	A. Townview	180 Sherbourne	368-9290
1365	Acme	140 Madison	925-9066
1368	Alpha	127 Dunn	532-4710
1344	Altamont	92 Island Rd.	284-4781
1370	Barton Place	914 Bathurst St.	533-9473
1316	Bayview Villa	550 Cummer	226-1331
1326	Baycrest Jewish Home for Aged	3560 Bathurst	789-5131
2798	Baycrest Terrace	55 Ameer	789-5131
	Beech Haven Lodge	257 Beech Avenue	699-2168
1372	Bellwoods Pk. House	300 Shaw	534-8408
1373	Belmont House	55 Belmont	964-9231
1345	Bendale Acres	2920 Lawrence Ave. E.	438-6236
1374	Bestview Lodge	77 Main Street	690-3001
1376	Beverley Pr. Hosp.	320 Beverley	921-6215
	Birkdale Villa	1229 Ellesmere Rd.	759-6711
1317	Bradley	2950 Keele Street	636-1313
1378	Briarcrest	80 Wychwood Park	533-3617
1388	Cana Place	3333 Finch Ave. E.	497-4770
1318	Carefree Lodge	306 Finch Ave. E.	223-8990
2801	Castleview Towers	351 Christie	531-5771
	Cedarbrook Lodge	520 Markham Rd.	431-6400
1319	Cedarcrest (N.Y.)	2328 Keele St.	248-8428
1382	Centennial	17 Maynard	535-1715
	Central Park Lodge	14 William Morgan Drive	422-1320
	Central Park Lodge	10 William Morgan Drive	425-3722
	Central Park Lodge	1811 Jane Street	248-0256
	Central Park Lodge	303 Queens	241-1113
	Central Park Lodge	1145 Albion	745-4800

NURSING HOMES, CONT'D

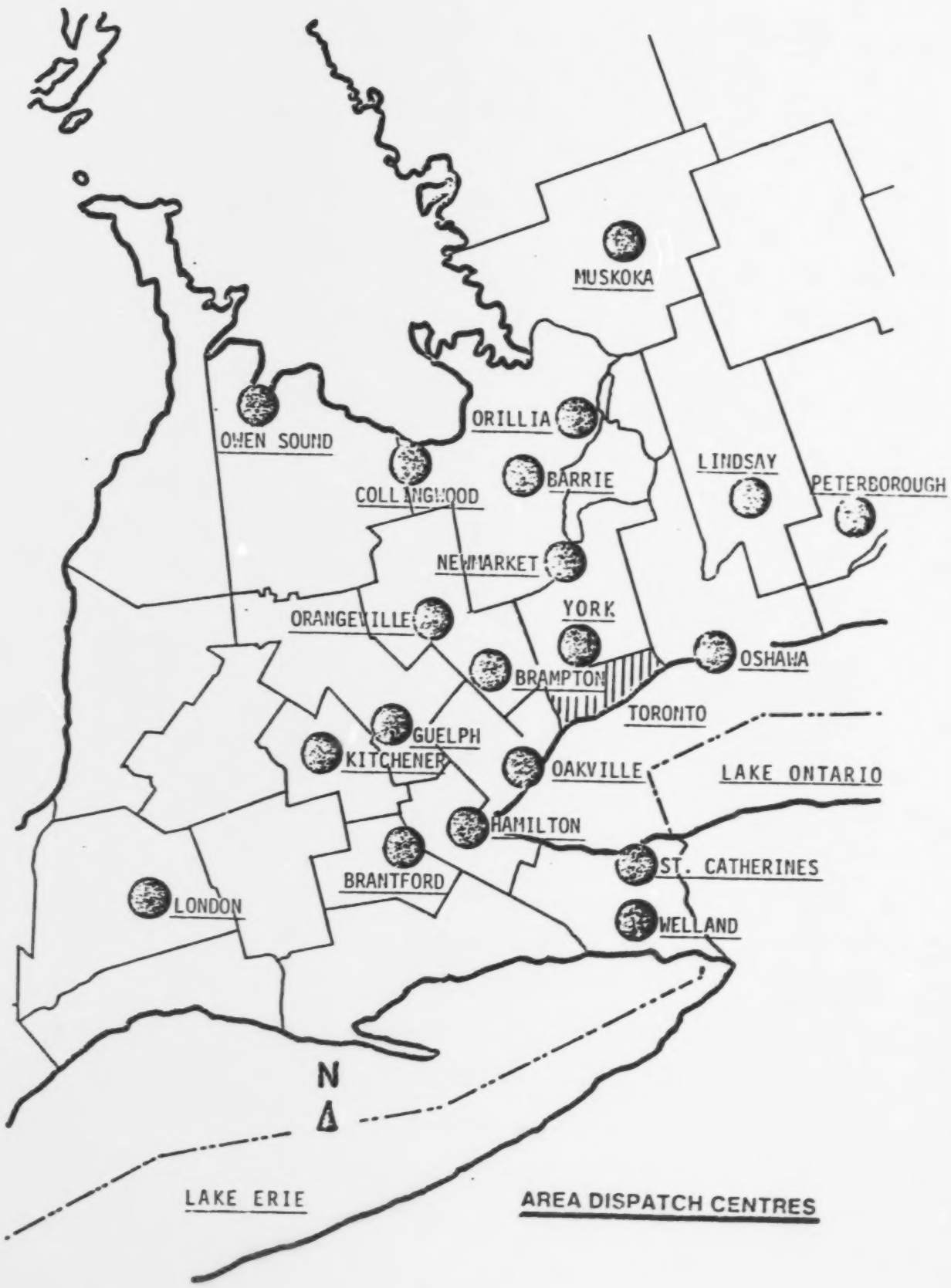
1320	Cheltenham	5935 Bathurst Street	223-4050
1336	Chester Village	717 Broadview Ave.	466-2173
2621	Christie Park	33 Christie	536-1116
1391	Colonial	300 Sherbourne St.	922-7674
1348	Craiglee	102 Craiglee	264-2260
1321	Cummer House	205 Cummer Ave.	223-8720
1392	Dewson Pr. Hosp.	47 Dewson	536-5009
1324	Elm Tree	3595 Keele Street	633-3431
1305	Extendicare-Highbourne	420 The East Mall	621-8000
1325	Extendicare (N.Y.)	1925 Steeles Ave. E.	493-4666
1349	Extendicare (Scarb.)	3830 Lawrence Ave. E.	439-1243
1397	Fairhaven House	123 Isabella Street	922-0023
1398	Fairview	1059 College Street	534-0662
1401	Fudger House	439 Sherbourne St.	925-4274
1306	Garden Court	1 Sandbeach	259-6172
1351	Guildwood Villa	60 Guildwood Pkwy.	266-7711
1402	Heritage	1195 Queen Street E.	461-8185
1403	Ina Grafton Gage	2 O'Connor	422-4890
1410	Isabel & Arthur Meighen Lodge	100 Davisville	485-8511
1411	Ivan Franko Home	35 High Park Gardens	763-5939
1307	Ivan Franko Lodge	767 Royal York Road	239-7364
1352	Kennedy Lodge	1400 Kennedy Road	752-8282
1308	Kipling Acres	2233 Kipling	742-8521
1353	Lasalle Manor	61 Fairfax Cres.	752-3932
1354	Leisure World	2 Sandown, 23 Pell, 140 Midland	264-2301
1416	Leisure World	225 St. George	967-3985
1467	Lincoln Place	429 Walmer Road	967-6949

NURSING HOMES, CONT'D

1418	Mayfair Manor	661 Huron Street	922-8449
1420	Maynard	28 Halton	533-5198
2848	Metro Tor. Legion Village	59 Lawson Road	284-9235
2624	Mon Sheong Foundation	36 D'Arcy St.	363-3762
	New Horizon Tower	1140 Bloor St. W.	537-3135
1424	Nisbet Lodge	740 Pape Avenue	469-1105
1323	North Park	450 Rustic	247-0531
1425	Norwood	122 Tyndall	535-3011
1331	Oakridge Villa	2045 Finch Ave. W.	745-0811
1430	Parkdale	35 Elm Grove	537-2465
1357	Providence Villa	3276 St. Clair Ave. E.	759-9321
	Rajovich Health Centre	124 Dowling	531-2544
1358	Rockcliffe	3015 Lawrence Ave. E.	264-3201
1635	Rosebank	1955 Valley Farm Road, Pickering	284-1628
1415	Rotary Laughlen	110 Edward Street	597-0373
1438	Roulet	190 Lowther	923-5134
1363	Shepherd Lodge	3760 Sheppard Ave. E.	293-8241
1442	St. Ann's Tower	661 Dufferin Street	536-2386
1446	St. Raphael's	141 Springhurst	531-4371
1447	St. Raphael's	100 Yorkville	924-7151
2795	St. Raphael's	1020 McNichol	499-2020
1451	Sunnyside Prov. Hosp.	1437 Queen Street W.	537-1000
1341	Thompson House	1 Overland Drive	449-4474
1456	True Davidson	200 Dawes Road	690-3111
1347	Van Del Manor	1673 Kingston Road	699-3244
2799	Villa Columbo	40 Playfair	789-2113
1314	West End	3838 Bloor West	239-9550

NURSING HOMES, CONT'D

	Wexford Home for Aged	1860 Lawrence St. E.	752-8877
1462	White Eagle	138 Dowling Ave.	533-7935
2002	Wychwood Towers	351 Christie	531-5771


MUSKOKA
ORILLIA
OWEN SOUND
BARRIE
LINDSAY
PETERBOROUGH
COLLINGWOOD
NEWMARKET
YORK
ORANGEVILLE
OSHAWA
BRAMPTON
TORONTO
GUELPH
KITCHENER
OAKVILLE
LAKE ONTARIO
HAMILTON
ST. CATHERINES
BRANTFORD
LONDON
WELLAND
N
LAKE ERIE
AREA DISPATCH CENTRES

AREA DISPATCH CENTRES

LOCATION	DISPATCH CENTRE FOR AREA	PHONE NO.
ALEXANDRIA	ALEXANDRIA BASE	(613) 525-2222
ALFRED	OTTAWA BASE	(613) 237-0056
ALMONTE	OTTAWA BASE	(613) 237-0056
ALVISTON	GLENCOE BASE	(519) 287-2103
AMHERSTBURG	AMHERSTBURG BASE	(519) 736-5411
ANCASTER	HAMILTON BASE	(416) 525-3733
ARNPRIOR	ARNPRIOR BASE	(613) 623-3166
BANCROFT	BANCROFT BASE	(613) 332-2121
BARRY'S BAY	BARRY'S BAY BASE	(613) 756-3044 Ext. 47
BELLEVILLE	BELLEVILLE BASE	(613) 962-3656
BRIGDEN	BRIGDEN BASE	(519) 864-1111
BROCKVILLE	BROCKVILLE BASE	(613) 345-1441
BURK'S FALLS	BURK'S FALLS BASE	(705) 382-2905
CARLETON PLACE	CARLETON PLACE	(613) 257-3113
CASSELMAN	OTTAWA CONTROL	(613) 237-0056
CHATHAM	CHATHAM BASE	(519) 352-2340
CHESLEY	CHESLEY BASE	(519) 363-2340
COLBORNE	COBOURG BASE	(416) 372-6841
CORNWALL	CORNWALL BASE	(613) 933-2714
DASHWOOD	DASHWOOD BASE	(519) 237-3631
DELHI	CHATHAM BASE	(519) 352-2340
DUNNVILLE	DUNNVILLE BASE	(416) 774-74[illegible]

DURHAM	DURHAM BASE	(519) 369-2340
FINCH	FINCH BASE	(613) 984-2234
FISHERVILLE	HAGERSVILLE BASE	(416) 768-3356
FOREST	SARNIA BASE	(519) 337-2318
FORT ERIE	WELLAND BASE	(416) 734-9844
GANANOQUE	KINGSTON BASE	(613) 544-5555
GLENCOE	GLENCOE BASE	(519) 287-2103
GODERICH	GODERICH BASE	(519) 524-8323
GRIMSBY	GRIMSBY BASE	(416) 945-3838
HAGERSVILLE	HAGERSVILLE BASE	(416) 768-3356
HALIBURTON	HALIBURTON BASE	(705) 457-1721
HANOVER	HANOVER BASE	(519) 364-2120
HARROW	WINDSOR BASE	(519) 254-1661
HAWKESBURY	HAWKESBURY BASE	(613) 632-7048
INGERSOLL	WOODSTOCK BASE	(519) 537-5002
KEMPTVILLE	CARLETON PLACE BASE	(613) 257-3113
KINCARDINE	PORT ELGIN BASE	(519) 832-2455
KINGSTON	KINGSTON BASE	(613) 544-5555
LANGTON	LANGTON BASE	(519) 875-2700
LEAMINGTON	LEAMINGTON BASE	(519) 776-7381 (519) 326-3231
LONDON	LONDON BASE	(519) 434-2711
LUCAN	LONDON BASE	(519) 434-2711
MACTIER	MUSKOKA CONTROL	(705) 645-5000
MADOC	BELLEVILLE CONTROL	(613) 962-3656
MARKDALE	MARKDALE BASE	(519) 986-3040
MATTAWA	MATTAWA BASE	(705) 744-5511
MEAFORD	MEAFORD BASE	(519) 538-1311

MINDEN	HALIBURTON BASE	(705) 457-1721
MORRISBURG	MORRISBURG BASE	(613) 543-2244
NAPANEE	BELLEVILLE CONTROL	(613) 962-3656
NIAGARA FALLS	ST. CATHARINES BASE	(819) 688-3962
NIAGARA-ON-THE-LAKE	ST. CATHARINES BASE	(819) 688-3962
NOBLETON	YORK CONTROL	(416) 884-7111
NORTH BAY	NORTH BAY BASE	(705) 474-7400
OTTAWA	OTTAWA BASE	(613) 237-0056
PARHAM	KINGSTON BASE	(613) 544-5555
PARKHILL	LONDON BASE	(519) 434-2711
PARRY SOUND	PARRY SOUND BASE	(705) 746-9321
PELEE ISLAND	PELEE ISLAND BASE	(519) 724-2931
PEMBROKE	PEMBROKE BASE	(613) 735-0177
PERTH	PERTH BASE	(613) 267-1500
PETAWAWA	PETAWAWA BASE	(359) 687-5555
PETROLIA	PETROLIA BASE	(519) 882-2121
PICTON	BELLEVILLE CONTROL	(613) 962-3656
PORT COLBORNE	PORT COLBORNE BASE	(416) 835-5022
PORT CREDIT	OAKVILLE BASE	(416) 844-4242
PORT ELGIN	PORT ELGIN BASE	(519) 832-2455
POWASSAN	NORTH BAY BASE	(705) 474-8600
PRESCOTT	PRESCOTT BASE	(613) 925-2925
RENFREW	RENFREW BASE	(613) 432-4891
ROCKLAND	OTTAWA BASE	(613) 237-0056
RODNEY	RODNEY BASE	(519) 785-0101
ST. MARY'S	ST. MARY'S BASE	(519) 284-1330
ST. THOMAS	ST. THOMAS BASE	(519) 631-22

SARNIA	SARNIA BASE	(519) 337-2318
SEAFORTH	SEAFORTH BASE	(519) 527-1751
SEELEY'S BAY	KINGSTON BASE	(613) 544-5555
SIMCOE	SIMCOE BASE	(519) 426-2345
SMITH FALLS	SMITH FALLS BASE	(613) 283-6266
SMITHVILLE	SMITHVILLE BASE	(416) 957-3342
STRATFORD	STRATFORD BASE	(519) 271-2120
STRATHROY	STRATHROY BASE	(519) 245-1023
SUDBURY	SUDBURY BASE	(705) 674-7302
TECUMSEH	WINDSOR BASE	(519) 254-1661
THEDFORD	THEDFORD BASE	(519) 296-4964
TILBURY	CHATHAM BASE	(519) 352-2340
TILLSONBURG	TILLSONBURG BASE	(519) 842-8448
TRENTON	BELLEVILLE CONTROL	(613) 962-3656
WALKERTON	WALKERTON BASE	(519) 881-1220 Ext. 278
WALLACEBURG	CHATHAM BASE	(519) 352-2340
WASAGA BEACH	COLLINGWOOD BASE	(705) 445-2646
WATERDOWN	HAMILTON BASE	(416) 525-3733
WIARTON	WIARTON CONTROL	(519) 534-1260
WINCHESTER	MORRISBURG BASE	(613) 543-2244
WINDSOR	WINDSOR BASE	(519) 254-1661
WINGHAM	WINGHAM BASE	(519) 357-3210 Ext. 61
WOODSTOCK	WOODSTOCK BASE	(519) 537-5002
WOLFE ISLAND	KINGSTON BASE	(613) 544-5555
ZURICH	ZURICH BASE	(519) 236-4364

ST. JOHN AMBULANCE

METRO TORONTO

46 Wellesley Street East
Toronto, Ontario M4Y 1G5
Telephone 967-4244

METRO TORONTO CORPS DISASTER PLAN

ST. JOHN AMBULANCE

METRO TORONTO CORPS

DISASTER PLAN

INDEX

Page

General

Introduction

Authority

Communications

Communication Diagram

Map Indicating Locations of Mobile First Aid Units

ST. JOHN AMBULANCE

METRO TORONTO

GENERAL

This plan outlines the procedures for the involvement of the St. John Ambulance, Metro Toronto Corps in the event of a large incident or disaster situation. The Metro Corps will provide first aid and related emergency services when requested to do so by disaster authorities.

ST. JOHN AMBULANCE

METRO TORONTO

INTRODUCTION

The Order of St. John is the oldest continuing welfare organization in the world, having existed for almost 1,000 years. It began with a hospital in Jerusalem in the eleventh century, whose Benedictine Monks cared for crusaders who were sick or wounded.

In Canada, there are two Foundations of the Order of St. John: St. John Ambulance Association and St. John Ambulance Brigade. St. John Headquarters in Ottawa administers through Provincial Councils. In Ontario, there are 65 Branches located in the larger population centres.

St. John Ambulance, Metro Toronto provides first aid and health care courses for the public, businesses and organizations. The Brigade Metro Toronto Corps which consists of volunteers provides free first aid and related health coverage at functions and events attended by the public. There are a total of 20 divisions of the Metro Corps located in the six cities and boroughs of Metro Toronto.

The St. John Ambulance Motto is "For the Service of Mankind". St. John Metro Toronto role is: "To provide first aid service to the injured and first aid training for the public".

Within our stated role, the Metro Toronto Corps will provide first aid and related emergency services when requested to do so by disaster authorities under the Metro Toronto Emergency Plan.

AUTHORITY

St. John Ambulance Brigade General Regulations outline the following:

2.01 Objects of the Brigade

(i) To train and maintain a body of men and women thoroughly efficient in First Aid, Patient Care and related health subjects.

(ii) To provide opportunities for qualified members to train and practice, under representatives from the medical and nursing professions, with the object of combining efforts in the service of the public.

(iii) To provide First Aid and Patient Care for the injured and sick.

/.....2

(iv) To make available vehicle transportation under emergency situations for individual patients and casualties, and to medical installations and organizations.

(v) To prepare such permanent organizations as may at once be available for service in time of emergency.

COMMUNICATIONS

In an emergency situation, when the assistance and support of St. John Ambulance, Metro Toronto Corps is required, contact:

MONDAY to FRIDAY
FROM 8:30A.M. to 4:30P.M.

Executive Director
or
Administrative Officer

967-4244

AFTER HOURS, WEEK-ENDS and HOLIDAYS

METRO CORPS EMERGENCY OFFICER

The Beeper People Service
24 Hour Contact
424-9747

Leave message for St. John Ambulance

Identify:
(a) Exact location and type of incident;
(b) Designated assembly point;
(c) Services required;
(d) Contact person.

COMMUNICATIONS DIAGRAM

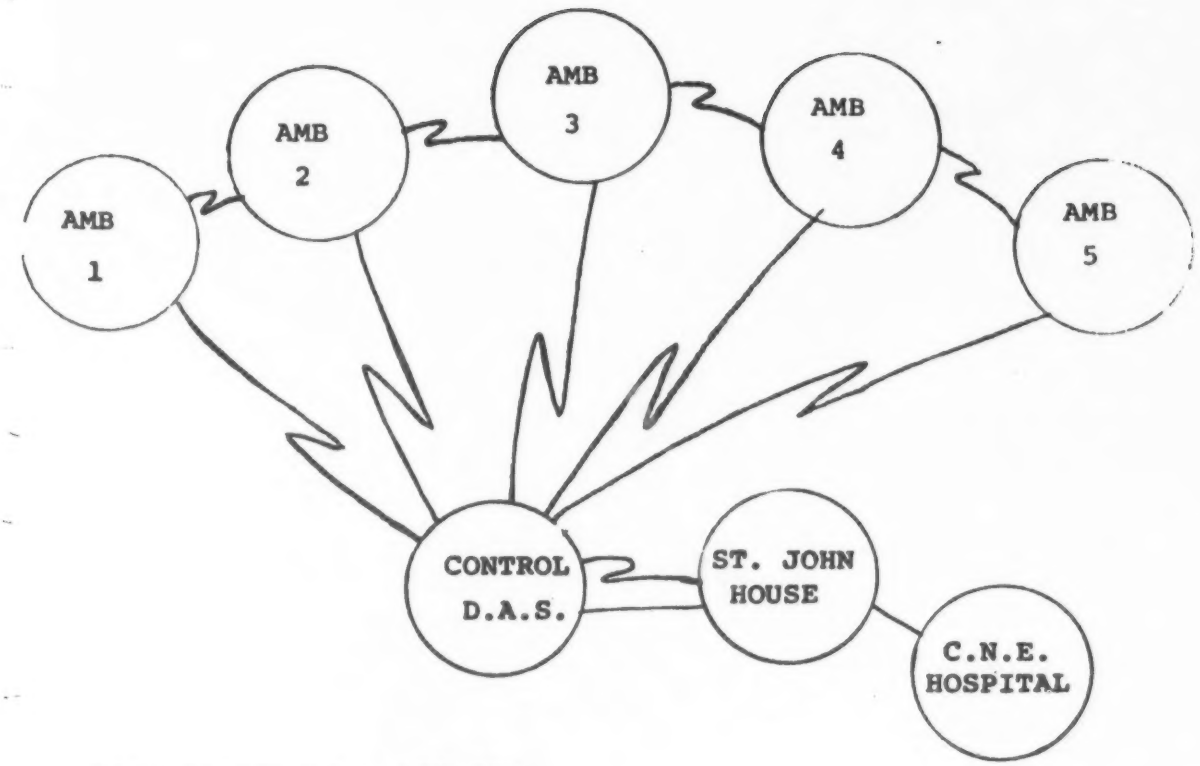
For St. John Metro Toronto Corps Radio-Telephone Communciations Diagram see attachment.

FIRST AID VEHICLE LOCATIONS

For St. John Metro Toronto Corps First Aid Vehicles locations see attachment.

ST. JOHN AMBULANCE METRO TORONTO CORPS

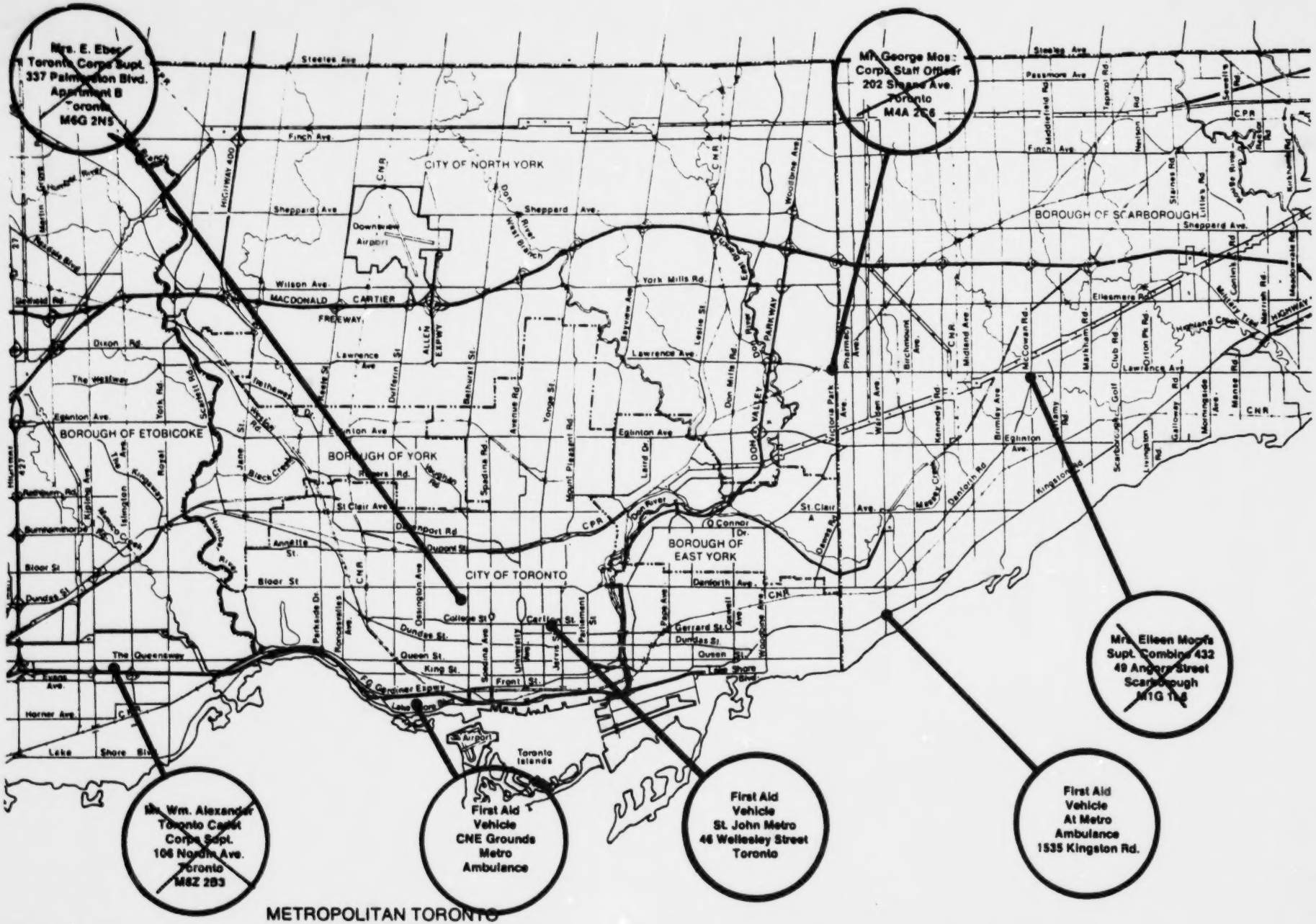
RADIO - TELEPHONE CAPABILITIES



MAIN FREQUENCY: 158.535

_____ : RADIO

_____ : TELEPHONE



METROPOLITAN TORONTO

LOCATIONS OF MOBILE FIRST AID UNITS ~~AND NEAREST SENIOR OFFICERS~~

Metropolitan Toronto Police
Emergency Planning Guide Chart Number 30

WELFARE SERVICES

METROPOLITAN TORONTO SOCIAL SERVICES EMERGENCY PLAN

METROPOLITAN TORONTO SOCIAL SERVICES

EMERGENCY PLAN

INDEX

GENERAL	PAGE No.
Introduction	1
Authority	1
Definition of an Emergency	1
Responsible Office	1
Implementation	1
Aim	1
Execution	1
Distribution	1
Mobilizing Procedures	1
Organization and Lines	2
Service Plans	2
Welfare Centre Areas	2
EWS Resources	2
Warning Arrangements	2
Support from Auxiliary Services	2
ANNEXES	
Annex A - Distribution List	3
Annex B - EWS Basic Staff Organization Chart	4
Annex C - Address and Telephone List - EWS Director, EWS Chiefs and Alternates	5
Annex D - Address and Telephone List - Welfare Centre Managers and Alternates	6
Annex E - Emergency Lodging Plan	10
Annex F - Emergency Feeding Plan	12
Annex G - Emergency Clothing Plan	12
Annex H - Registration and Inquiry Plan	13
Annex J - Personal Services Plan	13
Annex K - Map with Welfare Centre Areas	14
Annex L - EWS Resources	15
Annex M - EWS Warning Arrangement Chart	19
Emergency - Disaster Response - Chart	20
- Red Cross Summary	21

1. GENERAL

This plan will be known as the Metropolitan Toronto Social Services Disaster Plan. It outlines the procedures and methods of operation of the Department of Social Services during a disaster.

The goal will be to provide emergency welfare services to both evacuees and to residents in the disaster area within the geographical boundaries of Metropolitan Toronto. These emergency welfare services are as follows:

Emergency Lodging	- Annex E
Emergency Feeding	- Annex F
Emergency Clothing	- Annex G
Registration and Inquiry	- Annex H
Personal Services	- Annex J

The function of each of these will be found in the sections indicated above. The Commissioner of the Department of Social Services will be responsible for overall co-ordination should emergency welfare resources be required for any type of disaster. Authority has been delegated as indicated on the flow-chart in Annex B.

The staff as indicated on the chart will be familiar with the role they will be called upon to fulfill in any type of disaster. This means an ongoing familiarization and up-dating process on a planned basis is essential.

Volunteer agencies, charitable institutions, industrial organizations, and Departments of the Boroughs and the Cities of Toronto and North York are all identified here as to their potential role.

An informed public can reduce much of the pressure in any disaster. Consequently, a public information program will be instituted for the duration of the emergency.

2. AUTHORITY

Municipality of Metropolitan Toronto By-law No. 154-80, a By-law for the protection of persons and property in the event of a disaster affecting the Metropolitan area.

DEFINITION OF AN EMERGENCY

The Metropolitan Toronto Social Services Disaster Plan outlines action to be taken in the event of a disaster such as:

(a) A major disaster in which the total resources of Social Services would be required.
(b) A disaster which may call for a specific component of Social Services.
(c) A natural or national emergency so declared by the Federal or Provincial Government.

3. RESPONSIBLE OFFICE

The responsibility of the production, maintenance, and implementation of this plan lies with the Commissioner of Social Services.

4. IMPLEMENTATION

The procedures and methods outlined in this plan will be implemented in the event of a declaration of a disaster as provided for under By-law No. 154-80.

5. AIM

The aim of this plan is to provide Metropolitan Toronto with a means of marshalling maximum resources and services in support of the Metropolitan Toronto Disaster Plan in the event of a disaster so declared by the Federal or Provincial governments.

6. EXECUTION

This plan will be executed using procedures and systems as defined within the Disaster Control Procedure. Any modification and/or amendments will be made as a means of furthering supportive participation during a disaster.

7. DISTRIBUTION

Copies of this plan will be distributed to all senior Head Office officials of the Department of Social Services (see Annex A), participating staff of agencies, and to designated officials of the Emergency Planning Advisory Committee.

8. MOBILIZING PROCEDURES

The Metropolitan Toronto Social Services Disaster Plan may be activated by the Metropolitan Council, the Metropolitan Executive Committee or the Metropolitan Chairman, as provided for under By-law No. 154-80.

1. Emergency welfare services shall be provided in accordance with the provisions of By-law No. 154-80 relating to the Emergency Planning Advisory Committee.
2. The Commissioner of Social Services and/or his designate will make these needs known and will direct necessary assistance to the following sections

as required.
Emergency Lodging -
Department of Social Services
Emergency Feeding -
Department of Social Services
Personal Services -
Department of Social Services
Emergency Clothing -
Salvation Army
The Mobilization and Movement of Emergency Beds and Bedding -
Salvation Army
Registration and Inquiry -
Metropolitan Toronto Red Cross

3. All services and personnel responding to the emergency will take direction from the Commissioner of Social Services.
4. If further assistance is needed in the Emergency Welfare Services Area, calls to private agencies and other support services will be under the direction of the Commissioner of Social Services and/or his designate.
5. It is essential that all participating agencies inform the Commissioner of Social Services and/or his designate of any activation in responding to an emergency. This will enable the Commissioner to assess resources and services needed to respond effectively and efficiently.

9. ORGANIZATION AND LINES OF SUCCESSION
(a) The Emergency Welfare Service Organization is at Annex B.
(b) The names of the EWS Director, the EWS Chiefs and persons in lines of succession are listed in Annex C.
(c) The names of Welfare Centre Managers and persons in lines of succession are listed in Annex D.

10. SERVICE PLANS
Plans for each of the five EWS are given in Annexes, E,F,G,H and J.

11. WELFARE CENTRE AREAS
The Metropolitan Toronto area is subdivided into eleven Welfare Centre Areas. These incorporate the Metropolitan Toronto Police divisional boundaries. Details in Annex K.

12. EWS RESOURCES
Resources available to EWS are listed in Annex L.

13. WARNING ARRANGEMENTS
Details of the EWS warning system are shown in Annex M.

14. SUPPORT FROM AUXILIARY SERVICES
It is recognized that assistance will be necessary in the following areas:

Communications
To be available between each building designated for emergency purposes and the specific Welfare Centres.

Health Services
To advise on sanitation standards in buildings assigned for Emergency Lodging purposes and for Emergency Feeding purposes.

To advise on bacteriological safety of water and food.

To provide records in Emergency Hospitals and regular hospitals for the use of Mobile Registration and Inquiry teams.

Engineering
To convert space in Emergency Lodging facilities into habitable accommodation.
To repair and maintain equipment in Emergency Feeding establishments.

To install equipment in improvised Emergency Feeding sites.

Personnel
To provide extra workers after pre-designated workers and those in lines of succession have been employed.

Police
To maintain order in congregate lodgings.

Fire
To inspect for prevention of fire in Emergency Lodging and Emergency Feeding facilities.

Transportation
To transport equipment and supplies to congregate lodgings.

To move evacuees to private lodgings if beyond walking distance.

Supply
To provide bedding and miscellaneous supplies for Emergency Lodgings.

To provide food, fuel and Emergency Feeding equipment.

Warden Services
To escort evacuees to lodgings.

To maintain control in mass feeding sites.

ANNEX A

DISTRIBUTION LIST

Copies of this plan will be distribution to the following Head Office officials of the Department of Social Services.

Commissioner
Mr. R.R. Tomlinson

Deputy Commissioner
Mr. J.E. Fleming

Director, Administration
Mr. D.W. Tyndall

Director, Children's Services
Mr. W.A. Boyce

Director, Community Services
Mrs. J. Herbertson

Director, Institutional Services
Mr. S.A. Young

General Manager, Metropolitan Toronto Housing Company Limited
Mr. G.A. Coleman

Manager, Planning and Development
Ms. M. Quigley

Manager, Personnel Services
Mr. W.E. Higgins

Nutritionist
Mrs. E. Beamish

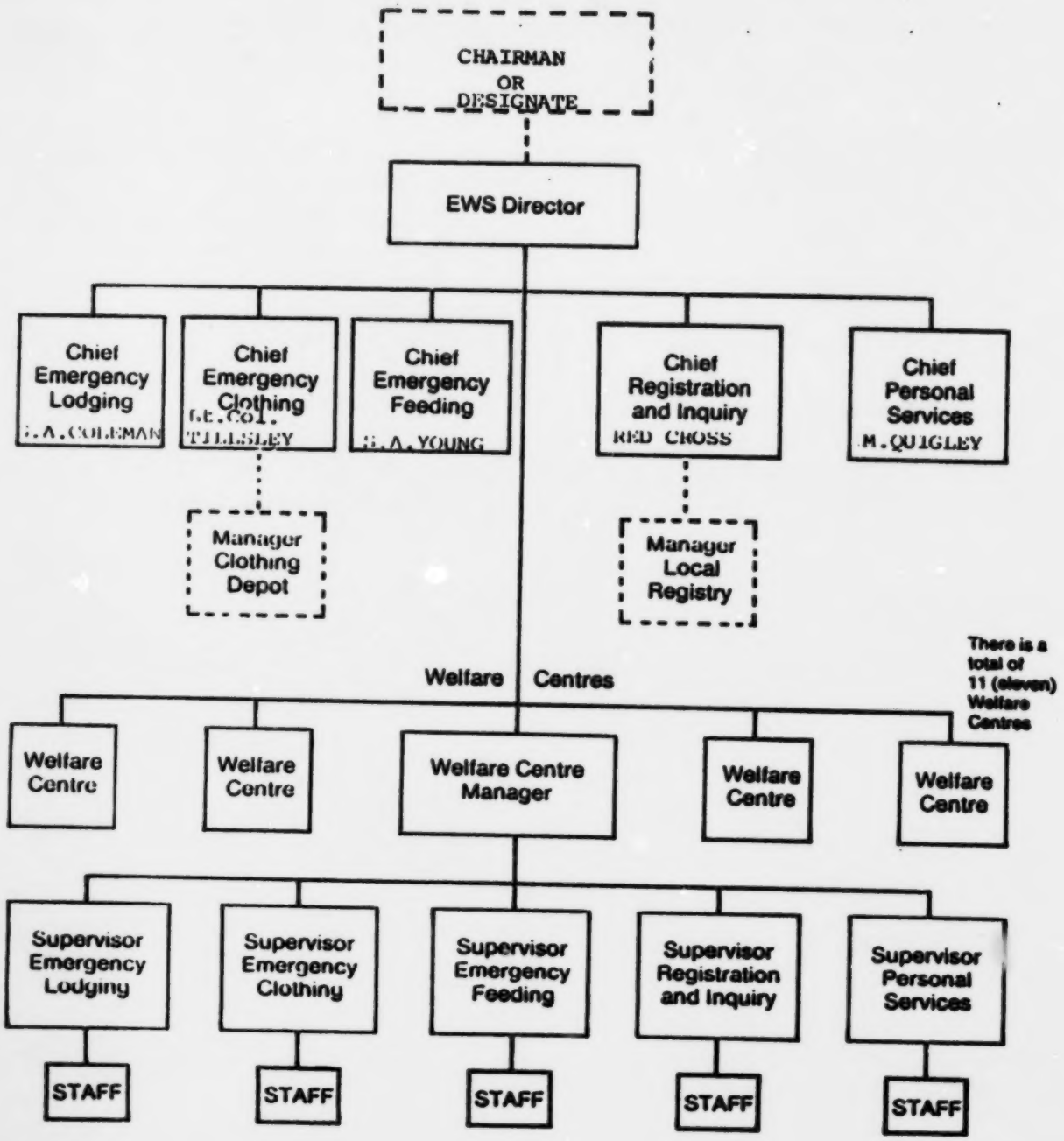
Director, Food Services
Mr. C. Hunter

Administrator, Bendale Acres
Mr. D.W. Drew

ANNEX B

To Metropolitan Toror
EWS Plan

METROPOLITAN TORONTO EMERGENCY WELFARE SERVICES
BASIC STAFF ORGANIZATION CHART



NOTE

(1) This chart develops the organization of one Welfare Centre only. Other Welfare Centres would have similar organizations.
(2) EWS Supervisors at Welfare Centres are functionally responsible to their respective Chiefs at EWS Headquarters.

Metropolitan Toronto [illegible]
Emergency Planning Guide Chart Number 21

ANNEX C

EMERGENCY WELFARE SERVICES ORGANIZATION

EWS DIRECTOR
Mr. R.R. Tomlinson
Business: City Hall, 4th Floor, East Tower 367-8578
Home: 156 Redgrave Dr., Etobicoke 248-4856

DEPUTY EWS DIRECTOR
Mr. J.E. Fleming
Business: City Hall, 5th Floor, East Tower 367-8586
Home: 109 Airdrie Rd., Toronto 421-0965

ASSISTANT DEPUTY EWS DIRECTOR
Mrs. J. Herbertson
Business: City Hall, 4th Floor, East Tower 367-8465
Home: 100 Quebec Ave. Apt. # 121, Tor. 769-8715

ALTERNATES:
1. Mr. D.W. Tyndall
Business: City Hall, 4th Floor, East Tower 367-8685
Home: 126 Armour Blvd., North York 633-3274

2. Mr. W.A. Boyce
Business: 345 George St. 3rd Floor, 367-8128
Home: 27 Balaclava Dr. Scarborough 757-7468

CHIEF EMERGENCY LODGING
Mr. G.A. Coleman
Business: City Hall, 10th Floor, East Tower 367-8648
Home: 15 Laurie Shepway, Willowdale 491-1524

ALTERNATES:
1. Mr. F.L. Russell
Business: City Hall, 10th Floor, East Tower 367-8543
Home: 17964 Sutton Rd.R.R.#3, Newm. 1-478-4116

2. Mr. Wm. Clarkin
Business: City Hall, 10th Floor, East Tower 367-8335
Home: 2 Pegasus Trail, Scarborough 439-6815

EMERGENCY CLOTHING
Lt. Col. Tillsley
Business: 171 Millwood Rd. 485-0731
Home: 113 Duncairn Rd. Don Mills 444-0248

ALTERNATES:
1. Major Phyllis McCrea
Business: 171 Millwood Rd. 485-0731
Home: 485 Eglinton Ave. E. # 1105, Tor. 489-1210

2. Major H. Kennedy
Business: 38 Berwick Ave. Suite 202 482-1032
Home: 28 Martin Cres., Toronto 482-0429

MANAGER EMERGENCY CLOTHING DEPOT
Lt. Col. Tillsley
Business: 171 Millwood Rd. 485-0731
Home: 113 Duncairn Ave. 444-0248

CHIEF EMERGENCY FEEDING
Mr. S.A. Young
Business: 36 Caledonia Rd. 654-7300
Home: R.R.# 1, Caledon 584-9316

ALTERNATES:
1. Mr. C. Hunter
Business: 368-2343
Home: 99 Woodpark Pl. New 898-4449

2. Mrs. E. Beamish
Business: 36 Caledonia Rd. 656-8531
Home: 148 Pritchard Ave. 769-9263

REGISTRATION AND INQUIRY
Operated by Red Cross
Central Number for 24-hour service: 923-6692

ALTERNATE:
Ms. Ann Beattie
Business: 482-6334
Home: 466 Spadina Rd. Tor

MANAGER, LOCAL REGISTRY
Red Cross Staff

CHIEF PERSONAL SERVICES
Ms. M. Quigley
Business: Rm.202,Old City Hall 367-86
Home: 330 Spadina Rd.#208 961-99

ALTERNATES:
Mr. T.F. Cully
Business: 1076 Pape Ave. 425-34
Home: 25 Edgemore Drive 233-87

ANNEX D

WELFARE CENTRE MANAGERS

WELFARE CENTRE A (Police Divisions 53 & 54)

Mr. T.F. Cully
Business: 1076 Pape Avenue, Tor. 425-3433
Home: 25 Edgemore Drive, Etob. 233-8721

ALTERNATES:
1. Mrs. E. Greply
Business: 1076 Pape Avenue 425-3433
Home: 128 Glen Manor Drive,Tor. 691-4224

2. Mrs. E. Dean
Business: 1076 Pape Avenue 425-3433
Home: 112 George Henry Blvd, Unit.56 491-6831

WELFARE CENTRE B (Police Divisions 11,22 & 23)

Miss C. Tredgett
Business: 550 Burnhamthorpe Rd. Etob. 626-1536
Home: 34 Applemore Rd. Scarb. 293-3786

ALTERNATES:
1. Mrs. F. Swanton
Business: 550 Burnhamthorpe Rd. Etob. 626-1536
Home: 33 Botfield Ave. Etob. 231-1928

2. G. Goldberg
Business: 550 Burnhamthorpe Rd. Etob. 626-1536
Home: 40 Pleasant Blvd., Apt.#907 To. 925-5203

WELFARE CENTRE C (Police Divisions 31,32 & 33)

Mr. G.A. McMillan
Business: 5799 Yonge St. 6th Fl. Will. 223-4840
Home: 324 Burnett Ave. Will. 225-5107

ALTERNATES:
1. Mr. P. Jagt
Business: 5799 Yonge St. 6th Fl. Will. 223-4840
Home: 154 Cottonwood Dr. Don Mills 447-1075

2. Mr. R. Gazey
Business: 5799 Yonge St. 6th Fl. Will. 223-4840
Home: 70 Malamute Cres. Scarb. 298-4443

WELFARE CENTRE D (Police Divisions 41,42 & 43)

Mrs. P.D. LeBar
Business: 150 Borough Dr. Scarb. 296-7473
Home: 102 Newport Ave. Scarb. 694-8667

ALTERNATES:
1. Mr. F. Death
Business: 150 Borough Dr. Scarb. 296-7473
Home: 179 Rosewell Ave. Tor. 489-1226

2. Mr. B. Katz
Business: 150 Borough Dr. Scarb. 296-7473
Home: 53 Whittaker Cres. Will. 223-3081

WELFARE CENTRE E (Police Divisions 12 & 13)

Mr. F. Caponnetto
Business: 2700 Eglinton Ave. W. Tor 653-3130
Home: 25 Henry Lane Apt. 552, Tor. 367-0270

ALTERNATES:
1. Miss J. Fraser
Business: 2700 Eglinton Ave. W. Tor. 653-3130
Home: 26 Pine Ave. Tor. 690-2995

2. Ms. L. Forbes
Business: 2700 Eglinton Ave. W. Tor. 653-3130
Home: 135 Lawton Blvd, Apt. 402, Tor. 482-5474

WELFARE CENTRE F (Police Division 14)

Mrs. E. Fergie
Business: 455 Dovercourt Rd. Tor. 537-2171
Home: 2593 Homeland Dr. Miss. 822-7105

ALTERNATES:
1. Mrs. I. Tonks
Business: 455 Dovercourt Rd. Tor. 537-2171
Home: 178 Strathnairn Ave. Tor. 651-8572

2. Mr. S. Canzer
Business: 455 Dovercourt Rd. Tor. 537-2171
Home: 40 Homewood Ave. Apt. 109, Tor. 921-8549

WELFARE CENTRE G (Police Division 51)

Mrs. L. Ming Sun
Business: 339 George St. Tor. 925-3131
Home: 42 Devondale Ave. Will. 225-5603

ALTERNATES:
1. Mr. C. Pitchford
Business: 339 George St. Tor. 925-3131
Home: 178 Kingsmount Park Rd. Tor. 463-2128

2. Ms. J. Simm
Business: 339 George St. Tor. 925-3131
Home: 545 Sherbourne St. Tor. 923-1738

WELFARE CENTRE H (Police Division 55)

Mr. J. Robb
Business: 1631 Queen St. E. Tor. 698-5681
Home: 21 Oakridge Dr. Scarb. 266-1618

ALTERNATES:
1. Ms. V. Smith
Business: 1631 Queen St. E. Tor. 698-5681
Home: 35 Thorncliffe Park Blvd.,#904 To. 421-3528

2. Mr. R. Barker
Business: 1631 Queen St. E. Tor. 698-5681
Home: 135 Park Mount Rd. Tor. 466-9223

WELFARE CENTRE J (Police Division 14)

Miss I. Wilson
Business: 20 Spadina Rd. Tor. 923-3616
Home: 14 Denny Court, Scarb. 284-9101

ALTERNATES:
1. Miss N. Saad
Business: 20 Spadina Rd. Tor. 923-3616
Home: 57 Alvin Ave. Tor. 925-1642

2. Miss G. Middleton
Business: 20 Spadina Rd. Tor. 923-3616
Home: 206 St. George St. Apt. 705, Tor. 921-6822

WELFARE CENTRE K (Police Division 21)

Mrs. W. Gazan
Business: 185 5th St. Etob. 255-7346
Home: 26 Eastbourne Cres. Tor. 259-6598

ALTERNATES:
1. Mr. L. Bako
Business: 185 5th St. Etob. 255-7346
Home: 65 Southport St. P.H. 10, Tor. 769-7666

2. Mrs. M. Keyes
Business: 185 5th St. Etob. 255-7346
Home: 6212 Starfield Cresc. Miss. 826-7399

WELFARE CENTRE Q (Police Division 52)

Mr. D. Richardson
Business: 1 Gloucester St. 2nd Fl. Tor. 960-8004
Home: 124 Pandora Circle, Scarb. 438-1969

ALTERNATES:
1. Mrs. E. Langer
Business: 1 Gloucester St. 2nd Fl. Tor. 960-8004
Home: 25 Lawnview Drive, Will. 222-9185

2. Mrs. B. Walker
Business: 1 Gloucester St. 2nd Fl. Tor. 960-8004
Home: 266 Carlton St. Tor. 923-1323

EMERGENCY DISASTER PLAN

APPENDIX 1

THE SALVATION ARMY * METRO TORONTO
SUPPLIES

A.A. COCKBURN CO. LTD.
532-8390, 532-8390, 990 Queen St. W.
(Queen & Ossington).
Contact persons: Donald or Douglas Cockburn
After hours emergency contacts:
Donald Cockburn, 221-0442
Douglas Cockburn, 757-4072
Supplies: Bedding and blankets.

T. EATON CO.
591-3111, 290 Yonge St.(at Dundas)
Contact person: Mr. James Robertson, Gen. Mgr.
After hours emergency contacts:
591-4750, 591-5024
Supplies: Clothing, bedding, blankets, sleeping bags. Limited supply of roll-away beds and cribs. Mattresses.

G.A. HARDIE & CO. LTD.
259-8461, 3 Dorchester Ave.
(Queensway & Islington)
Contact person: Mr. C. W. McCauley
Vice Pres. & Gen. Mgr.
After hours emergency contact:
Mr. C. W. McCauley, 239-4995.
Supplies: Bedding & blankets.

MAHER CONTRACT SALES
368-5503, 990 Queen St. W.
(Queen & Bathurst)
Contact person: Dan R. Trudeau
After hours emergency contact:
Dan P. Trudeau, 621-4279
Supplies: Footwear only.

MARKS & SPENCER
676-1910, 3770 Nashua Dr.,
Mississauga
(Indian Line & Rexdale Blvd.)
Contact person: Nancy Pleich,
Public Relations.
After hours emergency contacts:
Mr. A. S. Orton, 961-1654.
Mr. D. A. Hayes, 1-845-3166.
Mr. T. R. T. Cherrie, 498-0114.
Mr. J. H. McPale, 881-6231
Mr. G. J. Kemish, 741-2176
Supplies: Clothing, bedding & blankets.

ROBERT SIMPSON CO. LTD.
861-6161, Yonge & Queen Sts.
Contact person: Store superintendent.
After hours emergency contact:
Telephone: 861-6421
Message will be relayed to proper authorities.
Supplies: Clothing, bedding, blankets, sleeping bags, limited roll-away beds, cribs and mattresses.

SIMPSON-SEARS LTD.
861-8111, 222 Jarvis St. (Dundas & Jarvis)
Contact person: Mr. J. Knox.
National manager public relations
After hours emergency contact:
Mr. J. Knox, 822-1480
Mr. Mandel, Gen. Mgr., 483-1827
Supplies: Clothing, bedding, blankets, sleeping bags, limited supply of roll-away beds, cribs and mattresses.

TEXTILE PRODUCTS CO. LTD.
531-2488, 710 Bloor St. W. (Bloor & Christie)
Contact person: R. B. Houston
After hours emergency contact:
R. B. Houston, 762-0608
R. C. Houston, 663-9306
R. T. Davis, 447-1175
R. Brown, 537-9719
Supplies: Bedding & blankets.

GERRAND BEDDING CO. LTD.
533-8555, 347 Sorauren Ave. (Dundas & Lansdowne)
Contact person: Mr. Pusztai
After hours emergency contact:
Mr. Pusztai, 1-519-941-3254
Supplies:
Roll-away beds, cribs & mattresses.

ANNEX E

EMERGENCY LODGING PLAN

1. Functions
   (a) To establish and maintain an inventory of emergency lodging resources.

   (b) To procure and assign emergency lodging for those in need as the result of a disaster.

   (c) To co-ordinate the emergency lodging plan with other Emergency Services and their plans in the development of operational plans.

2. Objectives
   (a) To provide physical protection from the elements.

   (b) To arrange for temporary (short term) accommodation as promptly and as adequately as disaster conditions permit.

   (c) To arrange for longer term accommodation as disaster conditions dictate.

   (d) Encourage the development of plans by congregate facilities (care providers shown in 3 (c) and (d) below.

3. Priority Groups
   (a) Individuals and families unable to provide for themselves.

   (b) Unattached children and dependent adults.

   (c) Residents and staff of institutions for special care groups.

   (d) Children and staff of residential schools.

   (e) Workers from other communities.

4. Operational Policies
   (a) Families to be kept together, Congregate groups to kept together.

   (b) For families and unattached adults, congregate facilities such as enclosed shopping malls, schools (including Universities), community and church halls, hotels, motels, etc. will be used to supplement Departmental resources.

   (c) For groups required special accommodation/ care, appropriate locations where some of the necessary equipment and supplies should be available will be assigned.

   (d) Institutionally based groups (aged, disabled and handicapped children or adults) will be transferred to available institutions or to buildings which can be readily adapted.

   (e) Workers requiring rest areas will be assigned appropriate accommodation as close to work as possible.

   (f) Transfers or staging will be avoided as much as possible.

5. Operational Procedures
   (a) Accommodation will be assigned through the Chief - Emergency Lodging and/or the (local or district) Emergency Lodging Supervisor or their alternates in accordance with interal operational plans.

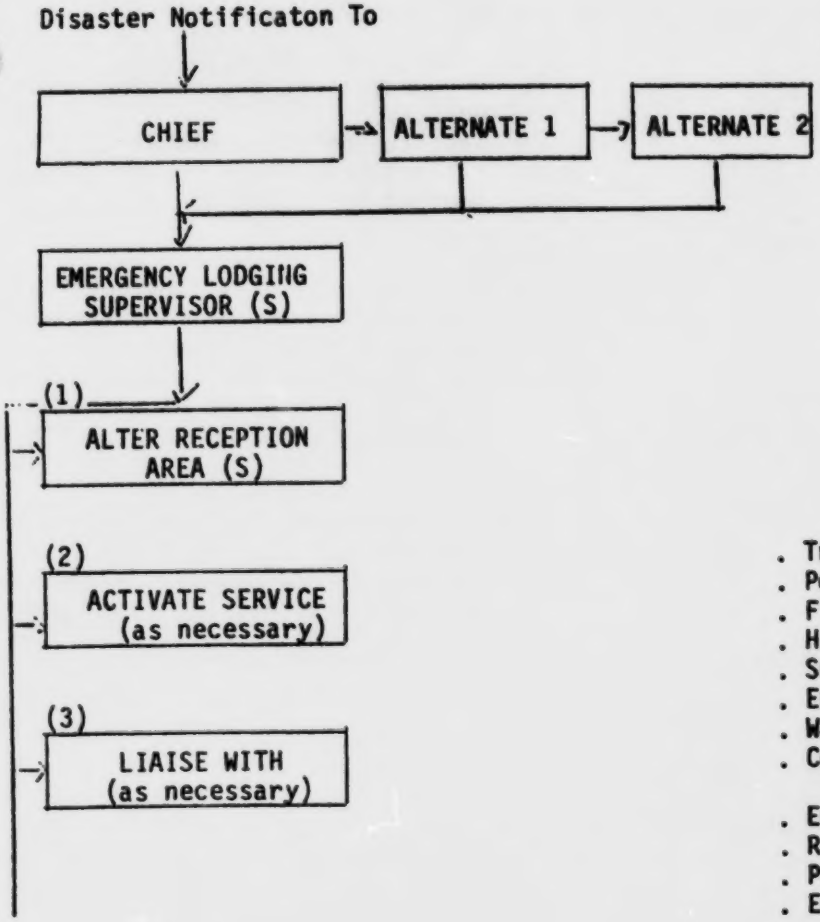
   (b) Records will be maintained of persons accommodated, where located, transfers and discharges to assist the Registration and Inquiry Service.

   (c) Co-ordination of the local Emergency Lodging Operational plan will be through the Emergency Lodging supervisor attached to Emergency Welfare Centre under the direction of the Chief-Emergency Lodging or his alternate.

   (d) Liaison with and/or access to other Emergency Services will be through local service supervisors and then Service Chiefs.

   (e) The Emergency Lodging Service Operational Plan will be activated as follows:

Cont.



. Transport
. Police (local control)
. Fire
. Health (Sanitation, Medical Services)
. Supply
. Engineering
. Warden Services
. Communications

. Emergency Feeding
. Registration and Inquiry
. Personal Services
. Emergency Clothing

ANNEX F

EMERGENCY FEEDING PLAN

In time of disaster, feeding is more than a means of relieving hunger and sustaining life. It is an effective means of mass therapy. A cup of tea, coffee or soup is important in reducing irritability, offering comfort, a sense of security and the opportunity for social contact at this stage. The basic elements of emergency feeding, therefore, are speed, safety, simplicity, and familiarity.

1. FUNCTIONS
   (a) To provide food or meals to persons deprived of access to food and/or food preparation facilities in an emergency.
   (b) To allocate available resources to support the feeding tasks in the most effective way.
2. OBJECTIVES
   (a) To provide immediate feeding for disaster victims, appropriate for the particular environmental conditions.
   (b) To ensure the special nutritional requirements of vulnerable groups, e.g. infants, children, pregnant women and nursing mothers.
   (c) To sustain the physical efficiency of essential emergency workers.
   (d) To contribute to recovery from injury and disease.
3. PRIORITY GROUPS
   (a) Infants and children.
   (b) Pregnant women and nursing mothers.
   (c) Workers.
   (d) Institutions for special groups.
   (e) Patients and staff in emergency medical installations.
4. POLICIES
   (a) At Welfare Centres, hot beverages and standard infant formulas will be the basic requirement.
   (b) Group feeding will be provided when possible by the use of existing feeding establishments, relying on experienced food service personnel for leadership.
   (c) Each Emergency Welfare Centre, under the direction of the Chief of Emergency Feeding will be responsible for co-ordinating the local Emergency Feeding Plan.

ANNEX G

EMERGENCY CLOTHING PLAN

1. FUNCTION

   To supply clothing and/or emergency covering to disaster victims until normal sources of supply are available.
2. OBJECTIVE
   (a) To prevent loss of life from exposure.
   (b) To enable people to work and care for themselves.
3. PRIORITY GROUPS
   (a) Disaster victims without adequate clothing.
   (b) Dependent adults and unattached children in congregate facilities.
   (c) Residents of evacuated institutions for special care groups.
   (d) Emergency workers requiring particular occupational clothing items, e.g., rubber boots, overalls, etc.
   (e) Casualties on discharge from hospitals.
4. POLICIES AND PROCEDURES

   The Salvation Army will provide emergency clothing, extra beds, and bedding as defined in their Emergency Plan.

ANNEX I

REGISTRATION AND INQUIRY PLAN

1. FUNCTIONS

(a) To collect information about missing disaster victims.
(b) To assist in reuniting families separated by the disaster.
(c) To answer inquiries concerning the whereabouts of disaster victims.

2. OBJECTIVES

(a) To reunite separated family members as quickly as possible.
(b) To answer inquiries about disaster victims from concerned relatives and friends.

3. PRIORITY GROUPS

(a) Family members separated by disaster.
(b) Dependent groups in congregate care.
(c) Evacuated institutions.
(d) Victims in medical installations.
(e) Identified dead.

4. POLICIES AND PROCEDURES

Details contained in the Red Cross Manual.

ANNEX J

PERSONAL SERVICES PLAN

1. FUNCTION

To satisfy physical, social and emotional needs through the provision of essential social services.

2. OBJECTIVES

To provide individuals and families with special care, guidance and material assistance beyond that which is available through the other four emergency welfare services.

(a) Reassurance and direction as quickly as possible.
(b) Social care to unaccompanied children and dependent adults separated from their families.
(c) Care of residents from relocated insitutions.
(d) Crisis counselling, financial aid or goods in kind to help individuals and families reestablish themselves.

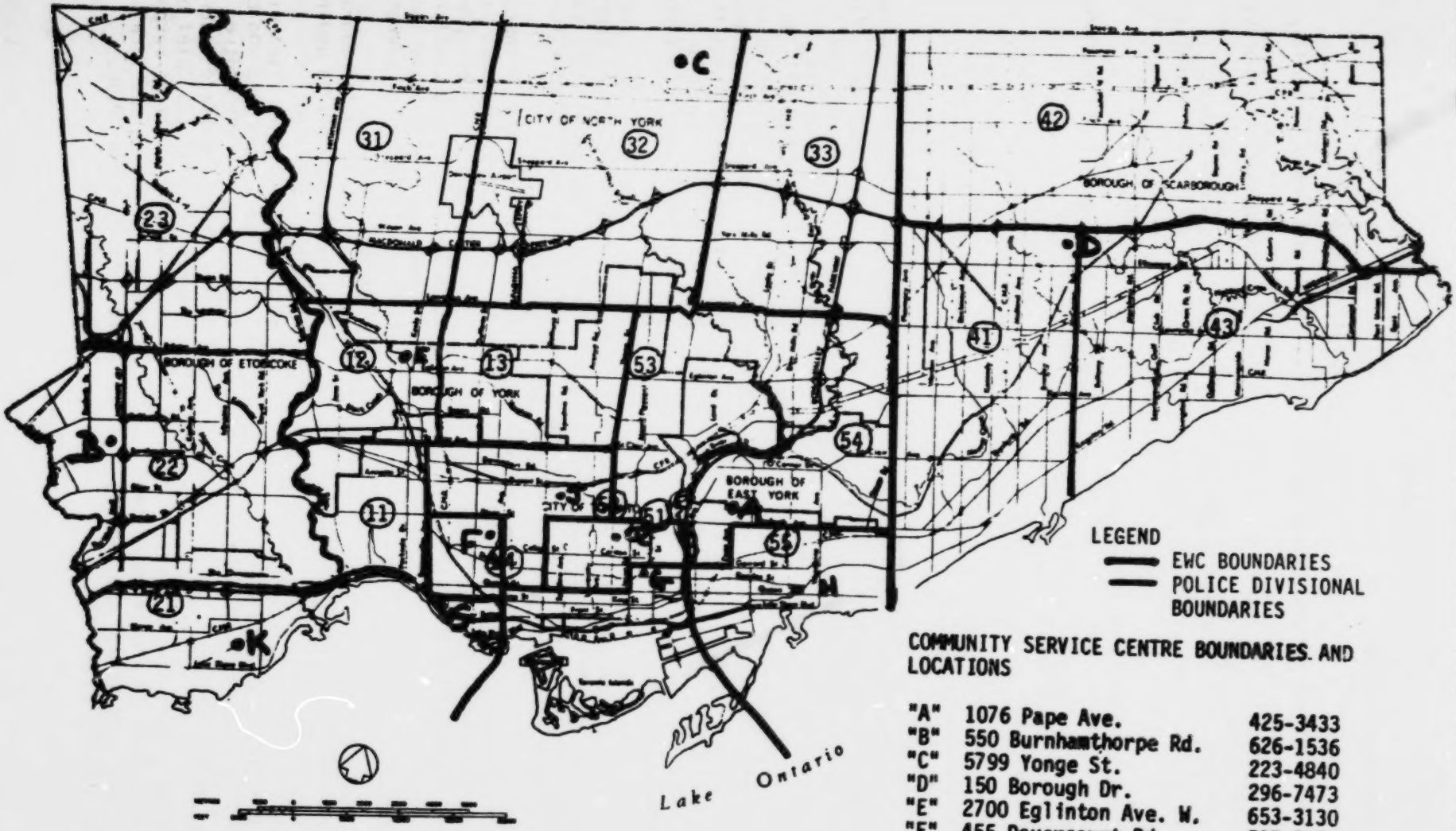
3. PRIORITY GROUPS

(a) Unattached children.
(b) Dependent adults.
(c) Institutions for special care groups.
(d) Disaster victims in need of counselling and/or financial aid.

4. OPERATIONAL PROCEDURES

(a) Identifiable reception workers will be on duty to receive disaster victims arriving at Welfare Centres or other reception points.
(b) Disturbed or upset persons will be segregated temporarily from the rest of the group until equilibrium is restored.
(c) Unattached children will be protected in temporary group care with a responsible adult until they can be reunited with their parents or guardian, placed in an institution or approved foster home.
(d) Dependent adults will be protected in temporary group care apart from noise and confusion until suitable arrangements can be made for their accommodation.
(e) Evacuated residents of institutions for special care and accompanying staff will be relocated, preferably together in existing similar institutions, or if necessary in space made available by the Emergency Lodging Service.
(f) Family or individual temporary rehabilitation will be undertaken as soon as possible.
(g) Emergency social services will be taken to those persons who cannot come to the Welfare Centre.
(h) Each Emergency Welfare Centre, under the direction of the Chief of Personal Services will be responsible for co-ordinating the local Personal Services Plan.

ANNEX K



LEGEND

- EWC BOUNDARIES
- POLICE DIVISIONAL BOUNDARIES

COMMUNITY SERVICE CENTRE BOUNDARIES AND LOCATIONS

"A"	1076 Pape Ave.	425-3433
"B"	550 Burnhamthorpe Rd.	626-1536
"C"	5799 Yonge St.	223-4840
"D"	150 Borough Dr.	296-7473
"E"	2700 Eglinton Ave. W.	653-3130
"F"	455 Dovercourt Rd.	537-2171
"S"	117 Jefferson Ave.	535-8331
"G"	339 George St.	925-3131
"H"	1631 Queen St. E.	698-5681
"J"	20 Spadina Rd.	923-3616
"K"	185 5th St.	255-7346
"Q"	1 Gloucester St.	960-8004

THE MUNICIPALITY OF METROPOLITAN TORONTO
DEPARTMENT OF SOCIAL SERVICES FEB. 1981

ANNEX L

SUMMARY OF RESOURCES

1. EMERGENCY LODGING

   (a) Seven Homes for the Aged.

   (b) Two hostels.

   (c) Salvation Army will provide extra beds which will be used in local churches, schools, etc.

   (d) Thirty-three Day Care Centres can provide limited accommodation for unattached children and dependent adults.

   (e) Arrangments will be made by the EL Chief with commercial and charitable institutions as required.

2. EMERGENCY FEEDING

   (a) Seven Homes for the Aged.

   (b) Thirty-three Day Care Centres.

   (c) Local caterers were contacted and at least five mobile caterers have agreed to assist.

   (d) Arrangments will be made with commercial and charitable institutions by the EF Chief as required.

3. PERSONAL SERVICES

   (a) Eleven Community Service Centres.

   (b) Staff from Community Service Centres.

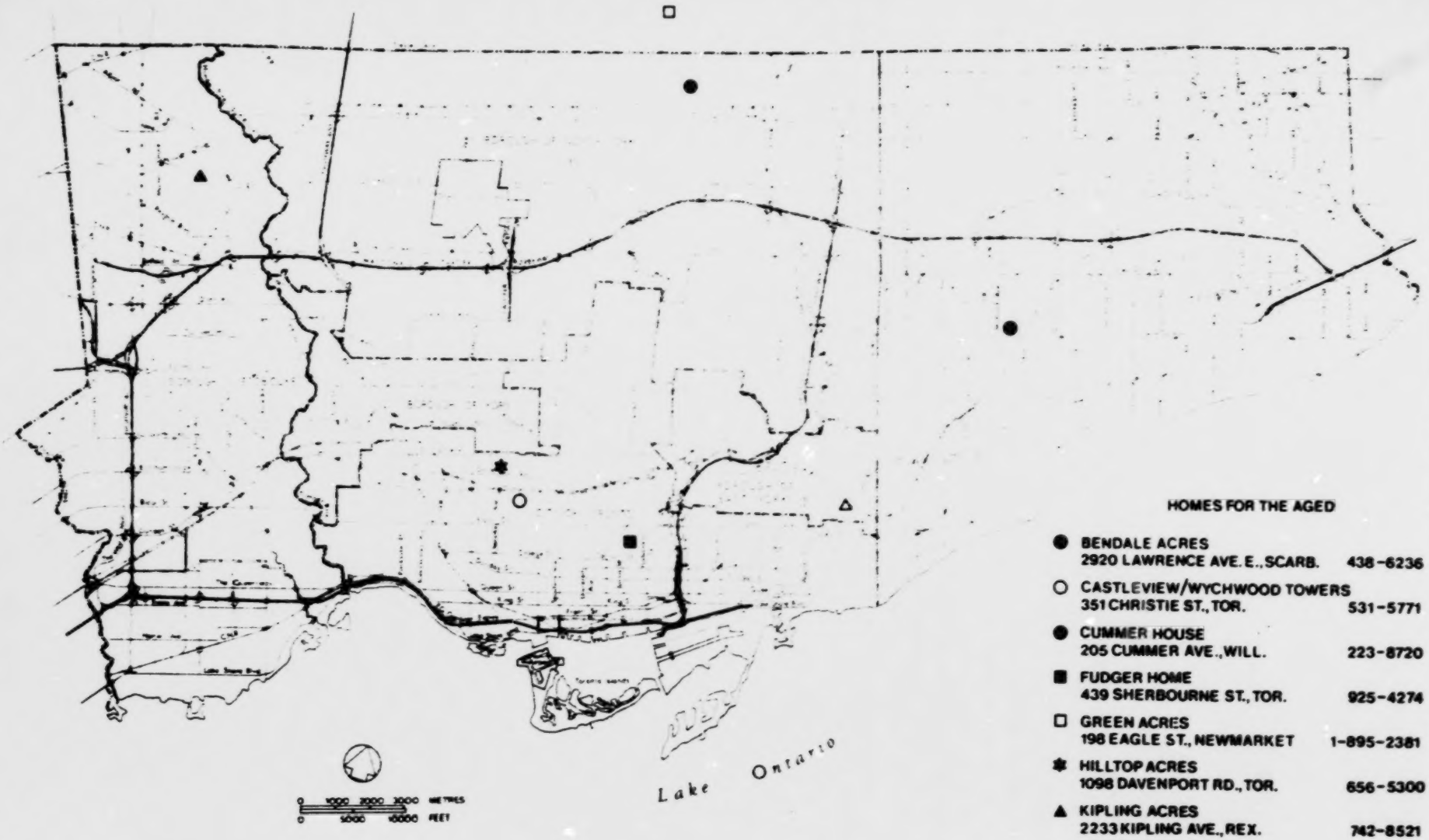
   (c) Staff from Day Care Centres.

4. EMERGENCY CLOTHING

   The Salvation Army will provide emergency clothing, extra beds, and bedding as defined in their Emergency Plan.

5. REGISTRATION AND INQUIRY

   The resources and operational matters pertaining to Registration and Inquiry are defined in the Red Cross Manual.



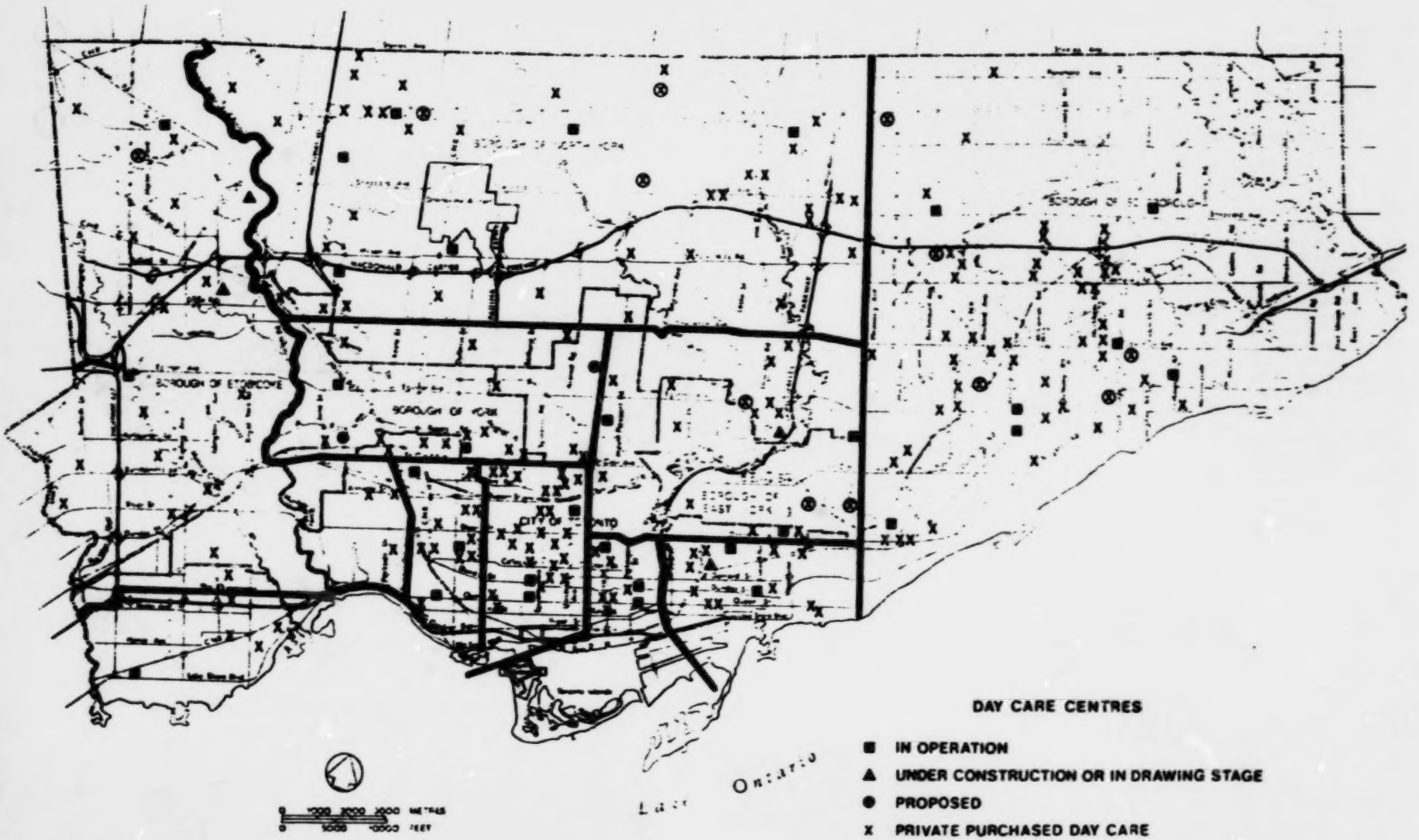
HOMES FOR THE AGED

- ● **BENDALE ACRES** 2920 LAWRENCE AVE. E., SCARB. 438-6236
- ○ **CASTLEVIEW/WYCHWOOD TOWERS** 351 CHRISTIE ST., TOR. 531-5771
- ● **CUMMER HOUSE** 205 CUMMER AVE., WILL. 223-8720
- ■ **FUDGER HOME** 439 SHERBOURNE ST., TOR. 925-4274
- □ **GREEN ACRES** 198 EAGLE ST., NEWMARKET 1-895-2381
- ✱ **HILLTOP ACRES** 1098 DAVENPORT RD., TOR. 656-5300
- ▲ **KIPLING ACRES** 2233 KIPLING AVE., REX. 742-8521
- △ **TRUE DAVIDSON ACRES** 200 DAWES RD., TOR. 690-3111

THE MUNICIPALITY OF METROPOLITAN TORONTO
DEPARTMENT OF SOCIAL SERVICES, MARCH 1978

EWS RESOUCES

HOMES FOR THE AGED LOCATIONS

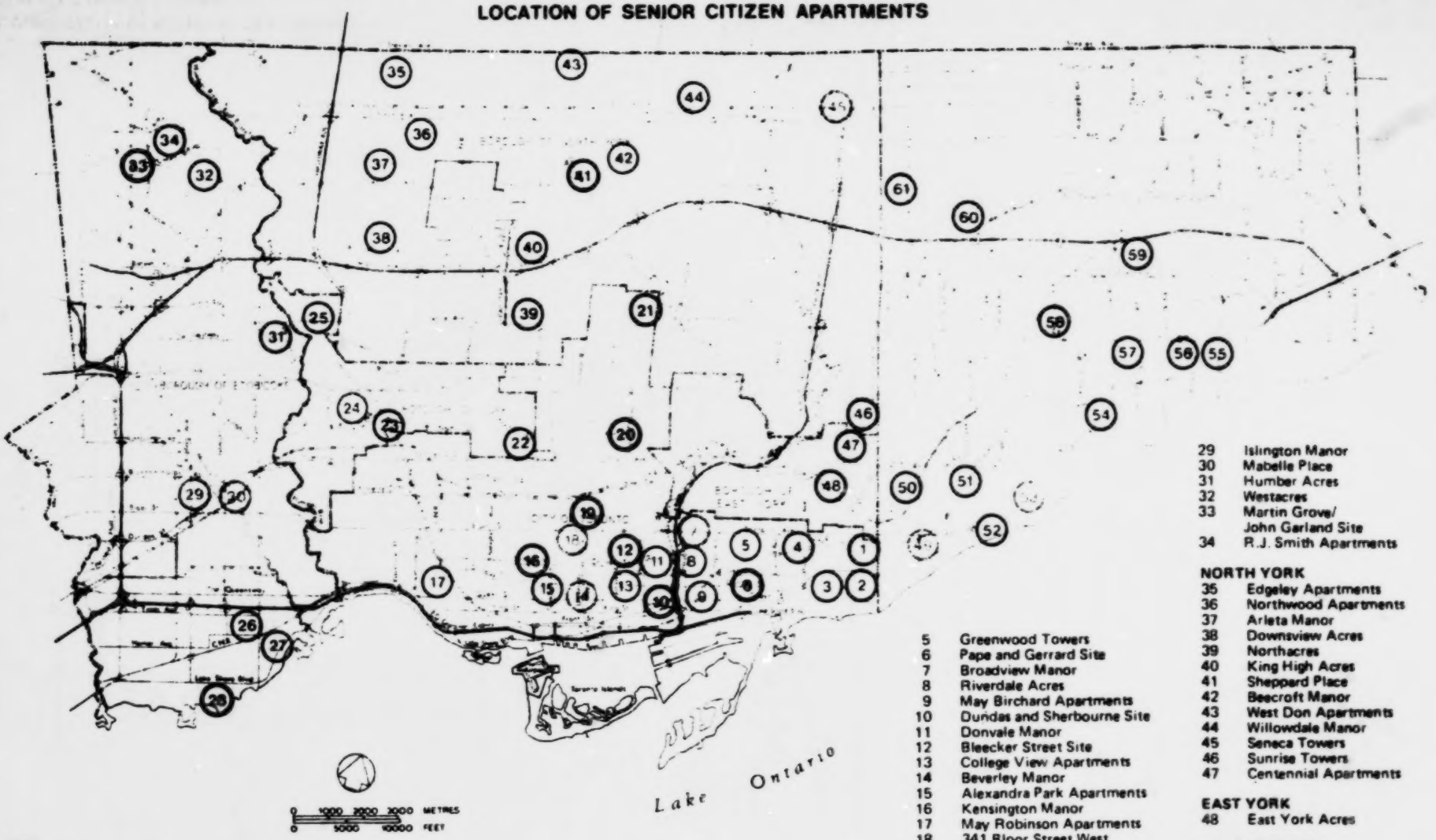


THE MUNICIPALITY OF METROPOLITAN TORONTO
DEPARTMENT OF SOCIAL SERVICES
MARCH, 1978

EWS RESOURCES:

NURSERY AND DAY CARE CENTRE PROGRAMME

LOCATION OF SENIOR CITIZEN APARTMENTS



IN OPERATION

UNDER CONSTRUCTION

PROPOSED

THE MUNICIPALITY OF METROPOLITAN TORONTO
METROPOLITAN TORONTO HOUSING CO. LTD.
MARCH, 1978

TORONTO
1 Kinsmen Manor
2 Glen Stewart Acres
3 Beaches Lions Cent Apts
4 Woodbine Acres
5 Greenwood Towers
6 Pape and Gerrard Site
7 Broadview Manor
8 Riverdale Acres
9 May Birchard Apartments
10 Dundas and Sherbourne Site
11 Donvale Manor
12 Bleecker Street Site
13 College View Apartments
14 Beverley Manor
15 Alexandra Park Apartments
16 Kensington Manor
17 May Robinson Apartments
18 341 Bloor Street West
19 McMurrich Place
20 Merton Place
21 Glen Echo Loop Site

YORK
22 Louise Towers
23 Mt. Dennis Apartments
24 Outlook Manor
25 Eagle Manor

ETOBICOKE
26 Edwards Manor
27 Griggs Manor
28 Woods Manor
29 Islington Manor
30 Mabelle Place
31 Humber Acres
32 Westacres
33 Martin Grove/ John Garland Site
34 R.J. Smith Apartments

NORTH YORK
35 Edgeley Apartments
36 Northwood Apartments
37 Arleta Manor
38 Downsview Acres
39 Northacres
40 King High Acres
41 Sheppard Place
42 Beecroft Manor
43 West Don Apartments
44 Willowdale Manor
45 Seneca Towers
46 Sunrise Towers
47 Centennial Apartments

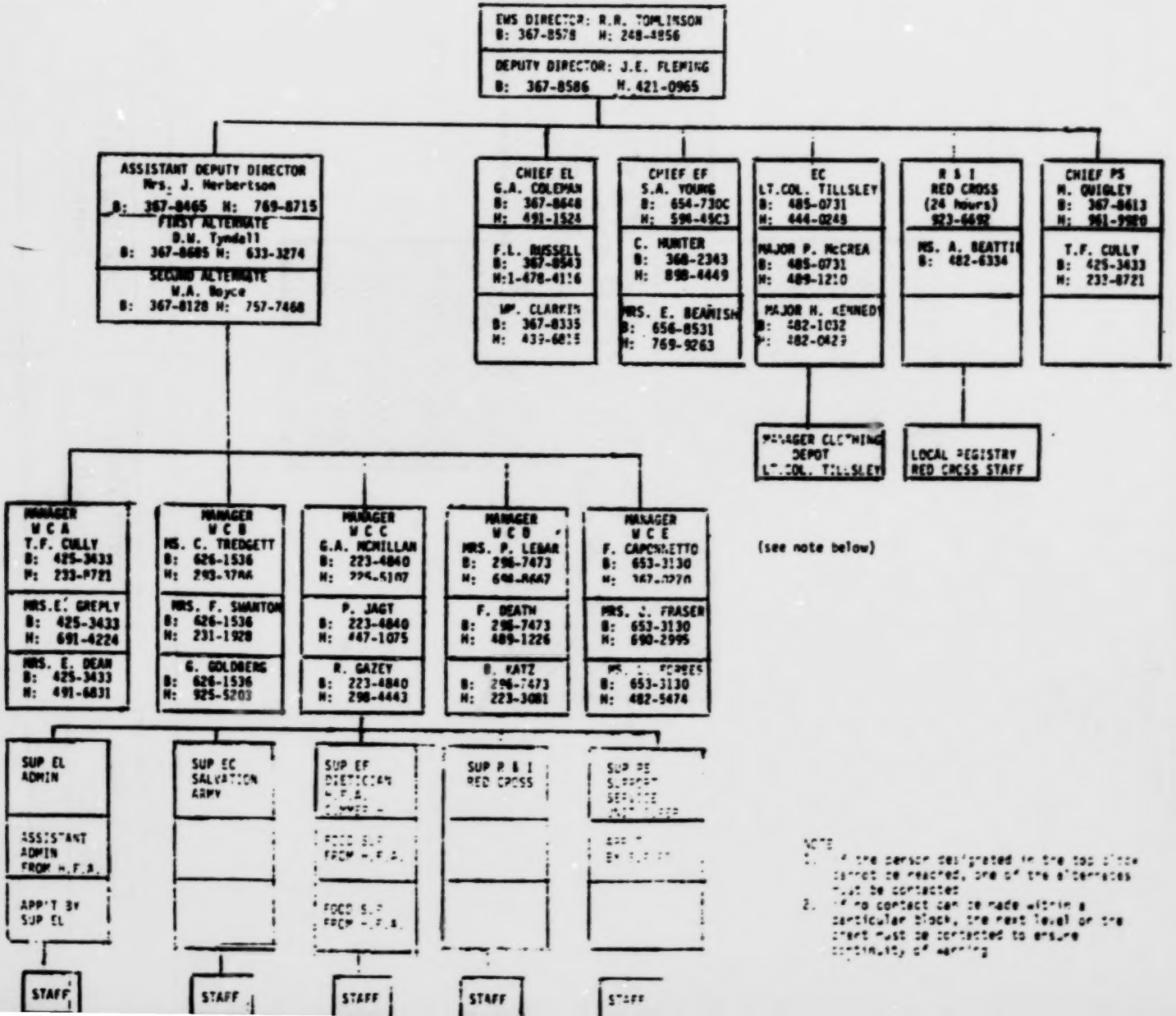
EAST YORK
48 East York Acres

SCARBOROUGH
49 Byng Towers
50 Woodland Acres
51 Scarborough Acres
52 McClain Park Apartments
53 St. George's Manor
54 Adanac Apartments
55 Morningside Apartments
56 West Hill Apartments
57 Cedarbrae Manor
58 Brimley Acres
59 Village Apartments
60 Tam [illegible]nter Towers
61 Wishi[illegible]ell Manor

ANNEX M

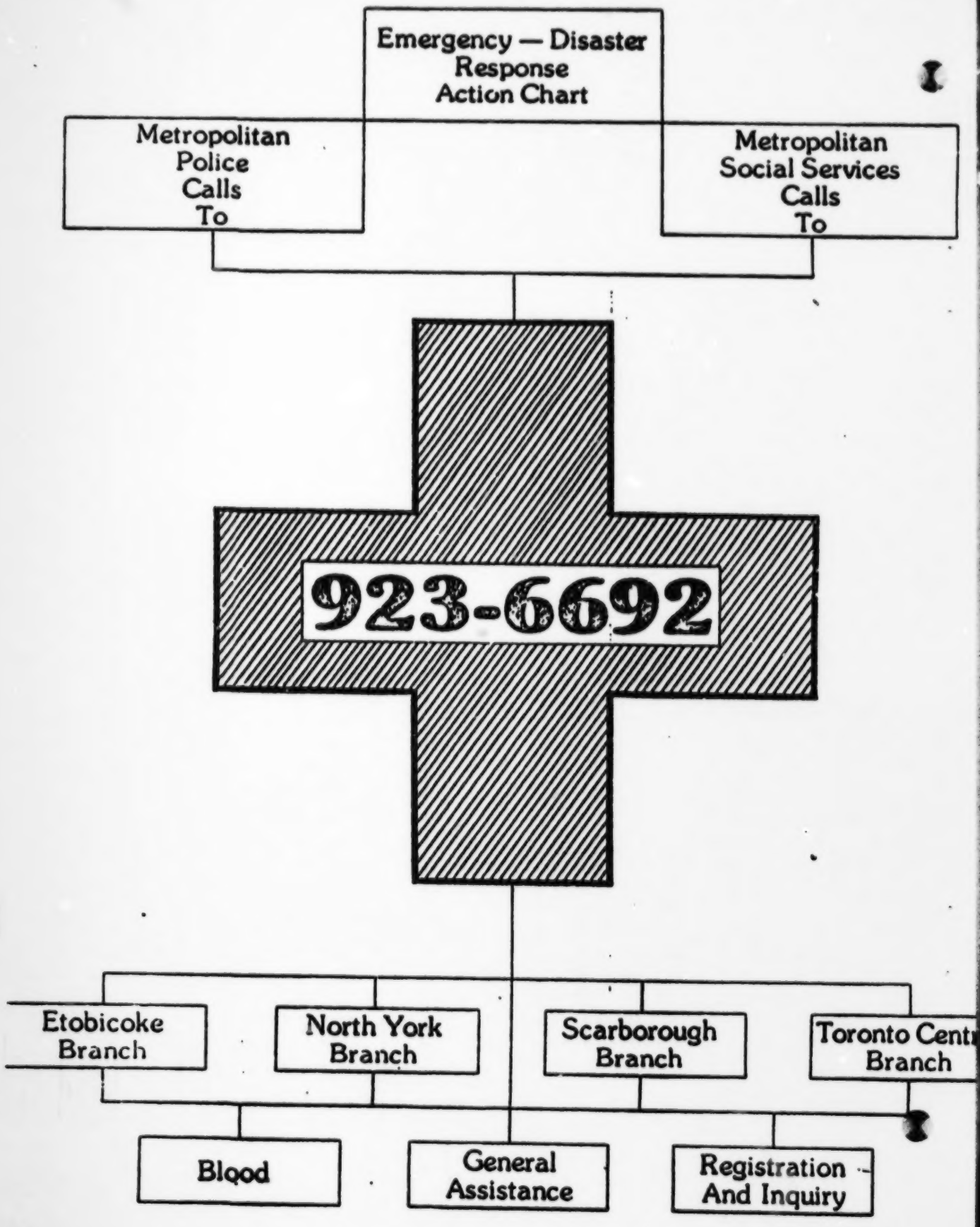
METROPOLITAN TORONTO WELFARE SERVICES

MAPPING SYSTEM



NOTE

1. If the person designated in the top block cannot be reached, one of the alternates must be contacted.
2. If no contact can be made within a particular block, the next level on the chart must be contacted to ensure continuity of warning.


Emergency — Disaster
Response
Action Chart
Metropolitan
Police
Calls
To
Metropolitan
Social Services
Calls
To
923-6692
Etobicoke
Branch
North York
Branch
Scarborough
Branch
Toronto Centr
Branch
Blood
General
Assistance
Registration
And Inquiry

RED CROSS SUMMARY

"The essence of Red Cross values might be summarised as follows: to help fellowmen in need, without regard to non-humanitarian factors, on the basis of consent by public authorities and in a way which is usually temporary."[1]

Although Red Cross tries to meet the needs of individuals in varying types of emergency situations, the Emergency and Disaster Response (E.D.R.) plans outlined in Section I of the manual are designed to provide a means for Red Cross personnel to share in the effective handling of large scale community emergencies and disasters. In such cases there must be controlled co-ordination of resources and this is provided by the Metropolitan Toronto Police as the designated prime agency for emergency planning. It is their responsibility to arrange disaster relief for any incident occurring within Metropolitan Toronto which disrupts community services, and threatens the lives, health, or well-being of the citizens.

Under the basic planning for emergency and disaster relief the Metropolitan Toronto Department of Social Services is the designated agency for the provision of emergency welfare. Red Cross personnel will respond to that department's request for assistance and in particular Registration and Inquiry services.

The Standing Operational Procedures (S.O.P.) will in such circumstances enable Red Cross to help in relieving the immediate suffering from disaster and to restore a degree of normality.

Section II contains individual Branch Procedures for Emergency situations not arising out of community Disaster.

Toronto-Central Branch will provide emergency assistance, within its territorial boundaries, to persons disruptively affected by a sudden and unforeseen circumstance. Although response will normally occur upon receipt of a request for assistance from police or fire personnel, other requests and forms of response will be acted upon at the discretion of the Emergency Services Chairman/Director.

Emergency assistance will consist of any or all of:

1. Provisions of food, drink at the scene of an incident.
2. Shelter from the elements at an incident (in Mini-bus or other vehicles).
3. Consultation and counselling at scene.
4. Arranging assistance.
5. Transportation from the incident to temporary shelter.
6. Arranging relief supplies of personal necessities.

1. Tansley, Donald D., Final Report: An Agenda for Red Cross.

M.T.R.C.A.

THE METROPOLITAN TORONTO AND REGION CONSERVATION AUTHORITY

FLOOD FORECASTING SYSTEM

OPERATIONAL RESPONSIBILITIES AND PROCEDURES

THE METROPOLITAN TORONTO AND REGION CONSERVATION AUTHORITY

FLOOD FORECASTING SYSTEM

OPERATIONAL RESPONSIBILITIES AND PROCEDURES

INDEX

	Page
Introduction	1
Conservation Authority	2
Municipalities	2
Ministry of Natural Resources	2
Flood Forecasting System Operational Responsibility and Procedures	3
MTRCA Flood Warning and Forecasting System Flow Chart	4
MTRCA Flood Warning Communications Systems Flow Chart	5
Establishment Flood Warning System	7
Municipal Flood Emergency Contacts	8, 9

THE METROPOLITAN TORONTO AND REGION CONSERVATION AUTHORITY

FLOOD WARNING AND FORECASTING SYSTEM

INTRODUCTION

The Government of Ontario recently changed its approach to emergency planning and response. The Emergency Measures Branch of the Ministry of the Solicitor General has been disbanded and a lead ministry concept has been established. Lead ministeries of the Government have been given responsibility for responding to various emergency situations by providing and co-ordinating resources necessary to meet declared emergencies.

The Ministry of Natural Resources has been identified by Order-in-Council as the Ministry responsible for provincial response to flood and forest fire emergency.

. This guide deals only with the flood emergency responsibility of the Ministry of Natural Resources.

It is the view of the Ministry that upon the occurrence of a flood emergency, initial responsibility for the welfare of residents rests with the municipality having jursidiction, and that a provincial response will provide assistance in support of emergency action undertaken by the municipality.

For the purpose of the provincial response, the Ministry recognizes the importance of conservation authorities as key agencies to stimulate co-ordinated contingency planning and maintain flood warning systems.

THE METROPOLITAN TORONTO
AND
REGION CONSERVATION AUTHORITY

OPERATIONAL RESPONSIBILITIES AND PROCEDURES

(1) **FORECAST UNIT (MINISTRY OF NATURAL RESOURCES – CONSERVATION AUTHORITIES BRANCH):**

(a) To issue flood alerts to the Conservation Authority (Report Centre) when a potential flood threat exists.

(b) To issue amendments to forecasts when conditions warrant.

(c) To issue 'Flood Danger Over' bulletins at appropriate times.

(2) **FLOOD CONTROL CENTRE (M.T.R.C.A. HEADQUARTERS):**

(a) To adequately staff the Flood Control Centre during critical flood periods.

(b) To disseminate flood alerts, forecasts and warnings to Emergency Services Organizations, Works Departments and Police Departments.

(c) To issue specifically worded flood forecasts and warnings to the general public through press, radio and T.V.

(d) To disseminate 'Flood Danger Over' bulletins to alerted agencies on receipt of same from Forecast Unit.

(e) To direct operations of flood control structures.

(f) To collect information from rain gauge and stream gauge stations and Conservation Emergency Patrol Officers upon declaration of Flood Alert, and to forward same to Forecast Unit.

(g) To direct Conservation Emergency Patrol Officers in their flood warning system duties.

(h) To keep all municipal departments, police departments and any other agencies responsible for flood emergency response; informed of flood conditions throughout the area under the jurisdiction of the Authority.

(3) **FLOOD ALERT PATROL AND RIVER WATCH:**

(a) Collect data from stream gauges as required and relay same to Report Centre.

(b) Maintain observations of known flood-vulnerable areas and relay information to Report Centre.

(c) Obtain and relay other observations and information as required.

(4) **DAM OPERATORS:**

(a) Proceed to control room of appropriate structure and remain there until released by Report Centre.

(b) Provide such reservoir data and observations as may be requested by Report Centre.

(c) Carry out such operational instructions as may be relayed from Forecast Unit.

(5) **CONSERVATION LAND MANAGEMENT DIVISION:**

(a) Senior staff member to proceed to Report Centre.

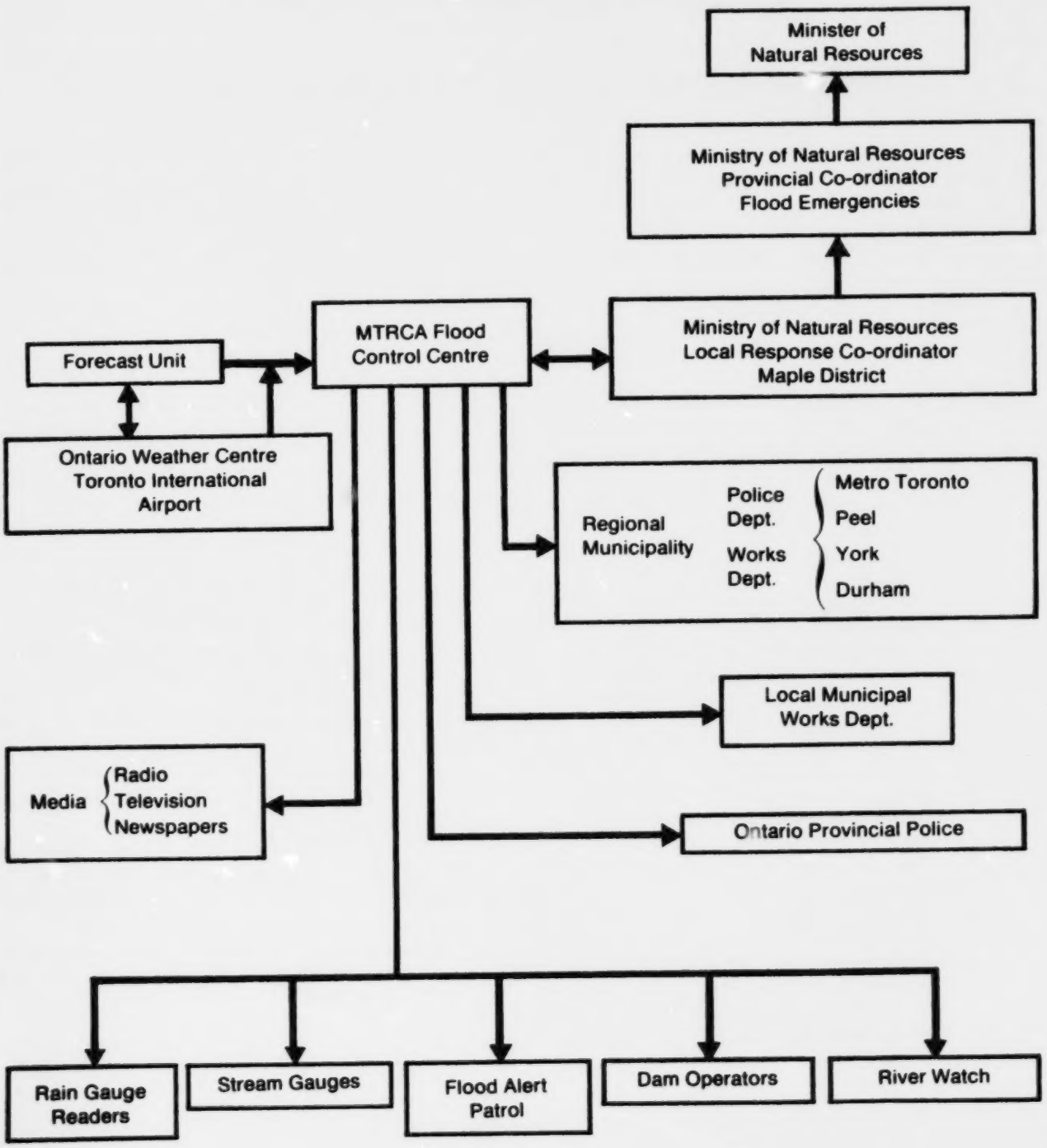
(b) Area Superintendents and appropriate crews to proceed to respective workshops and await directions from Report Centre.
Required duties will include the following:

FIRST The protection of Authority property.

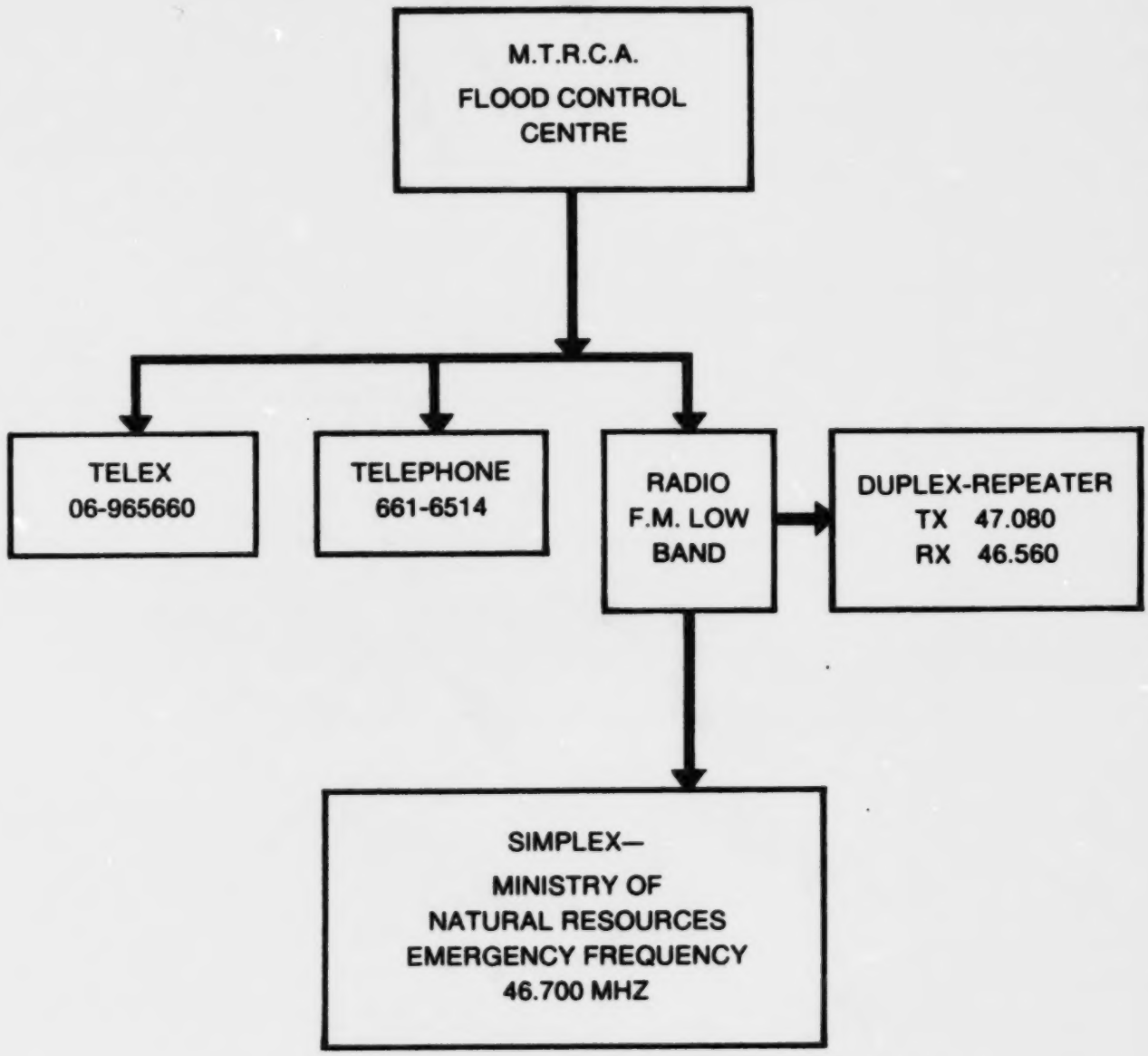
SECOND To provide assistance to local municipal agencies **ONLY** after receiving specific instruction from Report Centre.

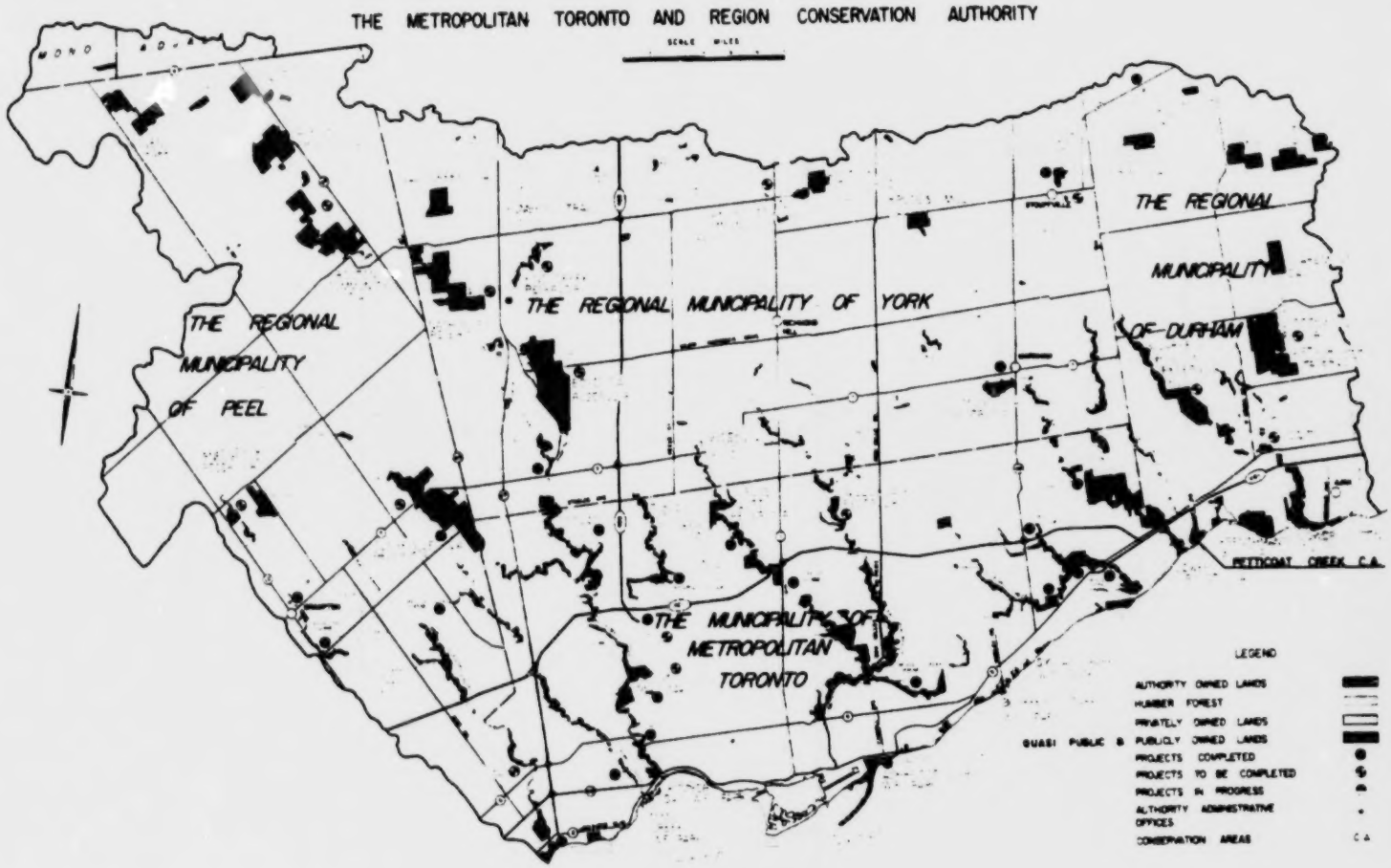
(c) Supervisory Personnel to supplement and assist the Flood Alert Patrol in carrying out duties outlined in Section 3 above.

M.T.R.C.A. FLOOD WARNING & FORECASTING SYSTEM



M.T.R.C.A.
FLOOD WARNING COMMUNICATIONS SYSTEM





Metropolitan Toronto
Emergency Planning Guide Chart Number 39

ESTABLISHMENT
FLOOD WARNING SYSTEM

THE METROPOLITAN TORONTO AND REGION CONSERVATION AUTHORITY

	Bus.	Res.
24-HR. FLOOD WARNING CENTRE DUTY OFFICERS	661-6514	
HEAD OFFICE	661-6600	
General Manager	661-6600	857-0568

MINISTRY OF NATURAL RESOURCES
CONSERVATION AUTHORITIES & WATER MANAGEMENT BRANCH

FORECAST UNIT	965-6292
Provincial Co-Ordinator	965-6045
24-Hr. Queen's Park Switchboard	965-1211

MAPLE DISTRICT

24-HR. RESPONSE CO-ORDINATOR	832-2761	279-7043

CENTRAL REGION

24-HR. REGIONAL ENGINEER	884-9203	297-4394

ENVIRONMENT CANADA - ATMOSPHERIC ENVIRONMENT SERVICE
ONTARIO WEATHER CENTRE, TORONTO INTERNATIONAL AIRPORT

EMERGENCY ONLY	676-4540

MUNICIPAL FLOOD EMERGENCY CONTACTS

	Bus.	Res.
METROPOLITAN TORONTO		
POLICE DEPARTMENT		
24-Hr. Emergency	361-1111	
WORKS DEPARTMENT		
24-Hr. Gen.Enquiry	367-8211	
ROADS & TRAFFIC DEPARTMENT		
24-Hr. Gen.Enquiry	751-3638	
DEPT. OF AMBULANCE SERVICES		
Main Control	489-2111	
BOROUGH OF ETOBICOKE		
24-Hr. Emergency	626-4171	
Works Department	626-4171	
BOROUGH OF EAST YORK		
24-Hr. Emergency	461-9451	
Works Department	461-9451	
CITY OF NORTH YORK		
24-Hr. Emergency	224-6411	
Works Department	224-6205	
BOROUGH OF SCARBOROUGH		
24-Hr. Emergency	293-1961	
Works Department	438-7372	
CITY OF TORONTO		
24-Hr. Emergency	367-7737	
Works Department	367-7708	
BOROUGH OF YORK		
24-Hr. Emergency	789-4528	
Works Department	653-2700	

	Bus.	Res.
HARBOUR COMMISSIONERS		
Port & Harbour Police	863-2131 863-2134 863-2137 863-2138	
ONTARIO PROVINCIAL POLICE (H.Q. TORONTO)		
General Headquarters 90 Harbour St. Toronto	965-4400	
REGIONAL MUNICIPALITY OF PEEL		
POLICE DEPARTMENT		
24-Hr. Emergency	453-3311	
WORKS DEPARTMENT		
24-Hr. Emergency	457-9400	
CITY OF MISSISSAUGA		
24-Hr. Emergency	279-7600	
Works Department	279-7600	
CITY OF BRAMPTON		
24-Hr. Emergency	453-4110	
Works Department	791-1675	
TOWN OF CALEDON		
24-Hr. Emergency	584-2273	
Works Department	584-2273	

	Bus.	Res.

REGIONAL MUNICIPALITY OF YORK

POLICE DEPARTMENT

24-Hr. Emergency	893-1131

WORKS DEPARTMENT

24-Hr. Emergency	364-8731

TOWN OF MARKHAM

24-Hr. Emergency (POLICE DEPARTMENT)	884-5877
24-Hr. Emergency Works Department	297-1900

TOWN OF VAUGHAN

24-Hr. Emergency (POLICE DEPARTMENT)	884-9151
24-Hr. Emergency Works Department	832-2281

TOWN OF RICHMOND HILL

24-Hr. Emergency (POLICE DEPARTMENT)	884-9151
24-Hr. Emergency Works Department	884-8101

TOWN OF WHITCHURCH-STOUFFVILLE

24-Hr. Emergency (POLICE DEPARTMENT)	887-5877
24-Hr. Emergency Works Department	640-1900

TOWNSHIP OF KING

24-Hr. Emergency (POLICE DEPARTMENT)	833-5321
24-Hr. Emergency Works Department	727-3114

	Bus.	R

REGIONAL MUNICIPALITY OF DURHAM

POLICE DEPARTMENT

24-Hr. Emergency	579-1234

WORKS DEPARTMENT

24-Hr. Emergency	594-1234 576-9991 or Zenith: 61100

TOWN OF PICKERING

24-Hr. Emergency Fire Department	839-1111
Works Department	683-2760

TOWN OF AJAX

24-Hr. Emergency	683-3011
Works Department	683-2951

TOWNSHIP OF UXBRIDGE

24-Hr. Emergency Fire Department	985-2345
Works Department	852-3301

TOWNSHIP OF WHITBY

24-Hr. Emergency Fire Department	668-9311
Works Department	668-5803

TOWNSHIP OF ADJALA

24-Hr. Emergency	729-2330
Works Department	729-2330

TOWNSHIP OF MONO

24-Hr. Emergency	941-2775
Works Department	941-2775

T.T.C.

TORONTO TRANSIT COMMISSION

1900 Yonge Street, Toronto, Canada, M4S 1Z2

Telephone (416) 481-4252, Telex: 0622601

Julian Porter
CHAIRMAN

Paul Godfrey
Karl L. Mallette
Jeffrey Lyons
June Rowlands
COMMISSIONERS

R. Michael Warren
CHIEF GENERAL MANAGER

Lloyd G. Berney
GENERAL MANAGER
- OPERATIONS

Stanley T. Lawrence
GENERAL MANAGER -
ENGINEERING & CONSTRUCTION

David C. Phillips
GENERAL SECRETARY

EMERGENCY LISTINGS

TORONTO TRANSIT COMMISSION
EMERGENCY PROCEDURES

INDEX

	Page
Emergency Warning List	1
Equipment Available for Emergencies	2
Transit Control Centre	5
Communications Facilities	6
Internal (P.A.X.) Telephone System	7

TORONTO TRANSIT COMMISSION

EMERGENCY WARNING LIST

NAME AND TITLE	BUSINESS TELEPHONE	HOME TELEPHONE
R.M. Warren Chief General Manager	481-4252 Loc. 1218	482-1345 (unlisted)
L.G. Berney General Manager - Operations	481-4252 Loc. 1243	225-1322
D.W. Mair Executive Administrator - Operations	481-4252 Loc. 1217	839-9690
J.H. Kearns Chief Executive Officer & Director - Gray Coach Lines	979-3531 Loc. 240	889-1498
S.T. Lawrence General Manager - Engineering & Construction	481-4252 Loc. 1207	425-3972
D.C. Phillips General Secretary	481-4252 Loc. 1202	621-2719
A.J. Gallo Manager - Marketing & Community Relations	481-4252 Loc. 1300	621-7595
N. Lash Manager of Transportation	534-9511 Loc. 700	889-0102
G.M. Webster General Superintendent of Transit Services	534-9511 Loc. 701	839-9425
L.W. Bardsley Manager of Equipment	534-9511 Loc. 417	621-6028
D. Cowan General Superintendent of Operations (Equipment)	534-9511 Loc. 463	297-3050
E.E. MacPhail Manager of Plant	534-9511 Loc. 764	274-5519
R.I. Kingston Assistant Manager of Plant	534-9511 Loc. 786	491-8287
J.W. Townsend Director - Safety & Security	534-9511 Loc. 630	261-9275
Emergency No. - TTC & Gray Coach - Day or Night		534-9221

TORONTO TRANSIT COMMISSION EQUIPMENT AVAILABLE FOR EMERGENCIES

PLANT DEPARTMENT

ITEM NO.	TYPE OF EQUIPMENT AND QUANTITY		DESCRIPTION/USE
1.	Compressors	5	Diesel engine, towed by truck, 90 P.S.I., 250 c.f.m.
2.	Compressors	2	Diesel engine, towed by truck, 90 P.S.I., 600 c.f.m.
3.	Crane, truck mounted	1	Max. lifting capacity 2½ tons at 6 metres. Overall length of trailer and cab is 65 feet.
4.	Generator, Electricity	7	4 KW – One gas and one propane operated. Both portable, weight about 150 lbs. each.
5.	Generator, Electricity	2	Diesel powered, towed by truck provide about 40 H.P. One 30 KVA, 208 VAC, one 30 KVA, 600/208 VDC.
6.	Hacksaw, Cengar	2	Pneumatic Reciprocating, hand held, uses standard blades, operates on 85-100 P.S.I. supply.
7.	Jacks		10 ton hydraulic, and mechanical.
8.	Loader, Front End	6	With 1¼ Cu. Yd. buckets.
9.	Loader, Speed Swing	2	Two ton capacity with buckets, boom and hooks.
10.	Pump, Sump, Electric Portable	6	Immersible – One 3.7 H.P. – 550 V.D.C. 280 G.P.M. at 90' Head, weight 40 lbs. Two 1.5 H.P., 115 VAC, 125 G.P.M. at 45' head weight 40 lbs.
11.	Pump, Sump, Electric Portable	2	Immersible, carried on radio equipped trucks, 120 VAC, 200 G.P.M., weight 50 lbs.
12.	Tools, Assorted		For all trades, electrical, carpentry, painting, plumbing, heating, landscaping, tracklaying, etc., including claw and lining bars, picks, shovels, hammers, sledges, axes, ropes, hoses, mowers.
13.	Tool Boxes 16 large 18 small		At various surface and subway locations, containing assorted tools.
14.	Torches, Oxyacetylene	14	Two small portable 12 regular size.
15.	Trucks, Dump	7	3 ton
16.	Truck, Emergency	1*	Manned 24 hours, carrying cutting equipment and assorted tracklaying tools.
17.	Trucks, Ladder	2*	With hydraulic extendable ladder with a one-man bucket – 300 lbs. maximum.
18.	Trucks, Overhead	6	With elevated platform (2-man), max. height 24 feet, equipped with chain jacks, cable cutters, etc.
19.	Vehicles, Utility	2	Four wheel drive, jeep type scout cars.
20.	Wagon Cable Reel	2	Towed by truck for holding and reeling out cables hoses, etc.

21.	Welders	3	Diesel powered, pulled by truck. 300 AMP
[illegible]	Chain Saw	3	2 Gasoline 1 Electric 110 VAC
[illegible]	Friction Saw	3	2 Gasoline 1 Electric 100 VAC
[illegible]	Truck, Welding	1*	With Oxyacetylene cutting equipment and diesel powered ARC welding unit
25.	Truck, Stake	1	1½ Ton
[illegible]	Truck, Utility	8*	Four wheel drive, pick-up style

* Radio Equipped Vehicle

TRANSPORTATION DEPARTMENT

1.	Supervisory mobile cabs	15*	*Radio equipped to T.T.C. Transit Control Centre

EQUIPMENT DEPARTMENT

DAVISVILLE CARHOUSE RESCUE TRAILER

TYPE OF EQUIPMENT	QTY	DESCRIPTION
Hoesch rerailing equipment		66 ton cap. (vertical) 11 ton cap. (horizontal)
Pull Lifts	7	4 – 3 ton, 2 – 1½ ton, 1 – ¾ ton
Enerpac Hand Pumps	2	
Rams	2	20 ton
Rams	2	10 ton
Spreader	1	
Assorted fittings for Everpac equipment		
Screw Jacks	2	10 ton
Flood Lights	5	500 Watts
Gasoline Generators	2	2500 Watts
Electric Hacksaw	1	
½ inch Electric Drill	1	
Gasoline Chainsaw	1	
Cable Cutter	1	
Cengar Pneumatic Hacksaw	1	
Tractel	1	Pulling and lifting machine with 20 metres of 7/16 inch cable
Assorted Chain		

EMERGENCY TRUCK

TYPE OF EQUIPMENT	QTY.	DESCRIPTION
Oxy-acetylene Unit	1	Large
Oxy-acetylene Unit	1	Small
Simplex Jacks	2	20 ton
Assorted bars, levers, hamers, wire cutter		
Hydraulic Jacks	3	20 ton

SURFACES CARHOUSES

Two emergency trucks* at Roncesvalles and one at Russell,- each equipped as follows:

Ladder	1	10 foot
Mechanical Jacks	2	10 ton
Mechanical Jacks	2	15 ton
Mechanical Jacks	2	19 ton
Jack Handles	4	
Pinch Bars	4	1 x 4 feet, 3 x 6 feet
Chains	4	
Flasher Light	1	
Reflectors	2	
Rope		
High Voltage Gloves		

GREENWOOD CARHOUSE (not on vehicle)

Oxy-Acetylene	1	Portable
Hydraulic Jacks	4	12 ton
Simplex Jacks No. 22	2	10 tons
Simplex Jacks No. 24A	5	15 tons
Simplex Jacks No. 29	2	15 tons
Simplex Jacks No. 2029	1	20 tons
Simplex Jacks No. 310	1	15 tons
Cable Cutter	1	
Assorted Chain		

WILSON CARHOUSE RESCUE TRAILER

TYPE OF EQUIPMENT	QTY.	DESCRIPTION
Hoesch Rerailing Equipment		66 ton cap. (vertical) 11 ton cap. (horizontal)
Pull Lifts	5	4 – 3 tons; 1 – ¾ ton
Enerpac Hand Pump	1	
Ram	1	20 tons
Black Hawk Rescue Set	1	
Flood Lights	5	500 Watts
Gasoline Generator	1	2500 Watts
Cable Cutter	1	
Cengar Saw	1	
Assorted Chain		
Hydraulic Jacks	2	20 tons

Verticle telescopic jack 1 22 ton

*Radio equipped vehicle.

WILSON CARHOUSE EMERGENCY TRUCK

Oxy-acetylene Unit	1	Portable
Oxy-acetylene Unit	1	Large
Simplex Jacks	2	No. 29 – 15 tons
Hydraulic Jacks	2	20 tons
Hydraulic Jacks	2	20 tons (22½" stroke)
Hydraulic pumps	2	
Cable Cutter	1	
High voltage gloves		
Assorted bars, levers, etc.		

WILSON CARHOUSE
(not on vehicle)

TYPE OF EQUIPMENT	QTY.	DESCRIPTION
Simplex Jack #2029	2	20 tons
Simplex Jack #24A	6	15 tons
Simplex Jack #24	2	15 tons
Simplex Jack #22	3	10 tons
Simplex Jack #1017	8	10 tons
Simplex Jack #317	1	
Simplex Jack #19	6	

RONCESVALLES CARHOUSE

Rescue Trailers
Rerailing equipment - 66 ton vertical jack 11 ton horizontal jack, 22 ton vertical telescopic jack, horizontal support frame.

RUSSELL CARHOUSE

Rescue Trailers
Rerailing equipment - 66 tone vertical jack 11 ton horizontal jack, 22 ton vertical telescopic jack, horizontal support frame.

OPERATING GARAGES

Nine vehicles available at locations as listed and each equipped as follows:

Wilson	– 1 *
Queensway	– 1 *
Davenport	– 2 *
Eglinton	– 1 *
Lansdowne	– 1*
Danforth	– 1 *
Birchmount	– 1 *
Lakeshore	– 1*

- Air Compressor and 50 ft. of hose
- One "Hot" Stick for picking up trolley or hydro wires
- 25 lb. Bag of Absorbent Compound
- Two-way Radio
- Telescopic Tow Bar
- Sledge Hammer
- 2 Crow Bars 6 feet and 1½ inch diameter
- Oil Flares
- Shovel
- 2 Chains, 25 & 10 feet
- Safety Goggles
- "On Tow" Sign
- Rain Coats
- First Aid Kit
- Dry Chemical Fire Extinguisher
- Misc. Flares, Flags and Reflectors
- Water Can
- 5 Gallons of gasoline on some trucks
- 5 Gallons of Diesel Fuel Oil
- 5 Gallons of Converter Oil
- 5 Gallons of Engine Oil
- 10 ton Street Car Jack
- 2 Hydraulic Jacks – 12 ton capacity
- 2, 12-volt Batteries and 25 foot Booster Cables
- Rubber Boots
- 1 Amber Safety Light
- Wheel Wrenches
- Various Wooden Blocks
- 10 ton Portable Hydraulic Jack c/w 2 rams, 1 high and 1 low for various jacking positions
- hot stick for picking up trolley or hydro wires is applicable to Eglinton and Lansdowne only. They also have high voltage rubber gloves. The telescopic tow bar is applicable to all locations except lakeshore.

*Radio equipped vehicle.

TORONTO TRANSIT COMMISSION

Summary of Emergency Procedures

of Metropolitan Toronto

Emergency Disaster Planning

1. TRANSIT CONTROL CENTRE

The Transit Control Centre which is located in the Hillcrest Administration Building at 1138 Bathurst Street is the nerve centre of all TTC Operations within the Metro Toronto area.

It combines, in one location, three separate but inter-related functions, (Communications, Subway Signal Control and Power Control) each one vital to the operation of the subway and surface route system.

The entire centre operates on a 24 hour day, seven day a week operation and in any emergency or disaster can be reached at 534-9221 or from within the Commission on extension 555 or 444

(a) Communications Control
Communications facilities include a two-way radio network between Transit Control; a fleet of emergency and supervisory vehicles and on-street supervisory personnel; a public address system to all subway stations; two-way communications with all subway trains; and an extensive network of private and public telephone lines with direct lines to Police, Fire Department and the Department of Ambulance Services.

(b) Subway Signal Control
Signal Control provides the means for continuous supervision and operation of the entire main line track and signal system.

(c) Power Control
Power Control permits constant monitoring and control of both subway and surface electrical substations which provide 600 Volt D.C. power to subway third rail and overhead lines on street, and other electrically controlled equipment in the subway such as ventilating fans, pumps, sprinklers and other various alarm systems.

2. CALL OUT OF COMMISSION PERSONNEL

In the event that Commission personnel are required to attend or assist at the site of a disaster, the Transit Control Centre should be contacted as soon as possible. Transit Control will then notify the appropriate personnel.

3. IDENTIFICATION OF COMMISSION PERSONNEL AT SCENE

(a) Senior Commission Officials can be identified by an official Metropolitan Toronto Emergency Pass which is issued by the Police.

(b) Senior non-uniformed Supervisory personnel can be identified by an official Commission Photo-Identification Pass signed by the Chief General Manager - TTC and the President of Gray Coach Lines Ltd.

(c) Commission Security Staff carry official photo-identification pass marked "Security" contained in a black leather case, together with a metal badge marked "Investigator".

WILSON CARHOUSE EMERGENCY TRUCK

Oxy-acetylene Unit	1	Portable
Oxy-acetylene Unit	1	Large
Simplex Jacks	2	No. 29 – 15 tons
Hydraulic Jacks	2	20 tons
Hydraulic Jacks	2	20 tons (22½" stroke)
Hydraulic pumps	2	
Cable Cutter	1	
High voltage gloves		
Assorted bars, levers, etc.		

WILSON CARHOUSE
(not on vehicle)

TYPE OF EQUIPMENT	QTY.	DESCRIPTION
Simplex Jack #2029	2	20 tons
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Lakeshore	– 1*

- Air Compressor and 50 ft. of hose
- One "Hot" Stick for picking up trolley or hydro wires
- 25 lb. Bag of Absorbent Compound
- Two-way Radio
- Telescopic Tow Bar
- Sledge Hammer
- 2 Crow Bars 6 feet and 1½ inch diameter
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- Shovel
- 2 Chains, 25 & 10 feet
- Safety Goggles
- "On Tow" Sign
- Rain Coats
- First Aid Kit
- Dry Chemical Fire Extinguisher
- Misc. Flares, Flags and Reflectors
- Water Can
- 5 Gallons of gasoline on some trucks
- 5 Gallons of Diesel Fuel Oil
- 5 Gallons of Converter Oil
- 5 Gallons of Engine Oil
- 10 ton Street Car Jack
- 2 Hydraulic Jacks – 12 ton capacity
- 2, 12-volt Batteries and 25 foot Booster Cables
- Rubber Boots
- 1 Amber Safety Light
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(b) Senior non-uniformed Supervisory personnel can be identified by an official Commission Photo-Identification Pass signed by the Chief General Manager - TTC and the President of Gray Coach Lines Ltd.

(c) Commission Security Staff carry official photo-identification pass marked "Security" contained in a black leather case, together with a metal badge marked "Investigator".

(d) All other Commission employees who may be required to attend a disaster scene will be identified by Supervisory Staff at the scene.

EMERGENCIES IN SUBWAY SYSTEM

All fires and other emergencies must be immediately reported to Transit Control.

Transit Control will then notify Police, Fire Department, Ambulance Services and Commission personnel as required.

(a) Fire on Train between Stations

i It is preferred to fight fires on trains in subway stations, therefore, trains should be operated to the next station, if possible, where crew will immediatly off-load passengers.

ii If train is unable to proceed to the next station, crew will take appropriate action to safely evacuate train within tunnel and assist passengers to the nearest accessible exit which can be reached safely.

(b) Fire on Train in Stations

i Train crew will immediately off-load passengers and direct them to safety.

ii Crew will attempt to control fire if possible until arrival of Fire Department.

(c) Ventilation Fans

i On notification of a fire in the subway system, Transit Control will initiate the appropriate emergency plan for the particular conditions and locations.

ii When the Fire Department arrives on the scene, the operation of fans and vents will be in accordance with the instructions of the Fire Department.

(d) Illumination

In case of the subway emergency lighting system not functioning, the Fire Department will provide illumination at the site.

(e) Emergency alert on car-to-wayside radio

When an emergency situation occurs in the subway system, Transit Control will initiate an emergency tone (similar to an ambulance siren) for 5 seconds on the car-to-wayside radio.

5. CONTROL AT DISASTER SCENE

(a) Surface control

i The Metro Toronto Police Emergency Task Force to establish Surface Control Headquarters at the disaster site using its mobile control vehicle.

ii The Police to control access to the area and to assist other agencies (including T.T.C.) to carry out their functions.

iii The Department of Ambulance services to send a supervisory employee to the mobile control vehicle to co-ordinate evacuation of casualties and order on-site medical assistance if required, to report to the Surface Control Headquarters prior to going to platform level.

iv Transit Control Centre to designate a uniformed Supervisor to co-ordinate T.T.C. operations, working from Surface Control Headquarters.

(b) Subway control

i The municipal Fire Department concerned in conjunction with a designated T.T.C. Mobile Supervisor, to be responsible for control at subway platform level and for carrying out evacuation of casualties as a result of a disaster.

ii Immediate first aid to be provided by the Department of Ambulance Services who would also perform the triage function and order on-site medical assistance, if required, to report to the Surface Control Headquarters prior to going to platform level.

iii If a medical team is required, it would first report to the Surface Control Headquarters prior to going to platform level.

iv T.T.C. to move subway cars under the direction of Fire Department.

6. REQUESTS FOR T.T.C. VEHICLES TO ATTEND EMERGENCIES

Should there be a need for T.T.C. buses to attend an emergency situation to assist in transporting casualties, contact the T.T.C. Controller at Transit Control Centre (534-9221) and the Controller will make the necessary arrangements.

7. PORTABLE EMERGENCY PHONE SYSTEM

In the event of an emergency within the subway system, two battery-operated portable emergency phone units, each with 500 feet of cable and two receivers, are available at the Controller's Desk at the Transit Control Centre. These two units can be connected together to provide a 1,000 foot long connection. To operate, press button to activate a buzzer in order to alert person at other end, and then release button to talk.

If required, these phone units could be picked up by a Mobile Supervisor and delivered to the site.

T.T.C. TRANSIT CONTROL CENTRE
COMMUNICATIONS FACILITIES

(1) PAX and PBX telephones: hot line to Fire Department and Department of Ambulance Services; direct line to Police Department switchboard; 534-9511 - switchboard operated from 8:00 a.m. to 5:00 p.m. - posted to Transit Control at other times.

(2) Two-way Half Duplex, Multi Channel Mobile Radio to emergency trucks, service vehicles, mobile cabs and street supervision.

(3) Simplex modulated frequency carrier system to all subway cars (car-to-wayside).

(4) Public address system to all subway stations.

(5) Signal Control Tower showing location of all subway trains.

(6) Power Control indicating status of equipment in all substations, subway station electrical rooms, subway ventilating fans, third rail power cut off, subway drainage pumps and overhead wire (trolley coach & streetcar).

(7) Media news announcer - C.B.C.

TTC Internal (PAX) Telephone within Subway System

All four-digit P.A.X. phones except the 2800 series have connections with other internal P.A.X. phones only. They do not have access to outside Bell Canada Lines, Head Office (McBrien Building) or Telephone Switchboard Operators.

Therefore, in order to call a four-digit P.A.X. Phone from an outside line, it is necessary to call Transit Control Centre at 534-9511, extension 555 or 444. A dispatcher would then contact the appropriate P.A.X. number and relay messages accordingly.

It should be noted that three-digit P.A.X. phones and the 2800 series within the subway system do have access to outside telephone lines and can be contacted directly from the outside by calling 534-9511 and asking for the appropriate extension number.

SUBSTATIONS

Substation and Address	Bell	P.A.X
Asquith 34 Asquith Avenue	534-9511	2802
Beaches 1900 Queen Street East	534-9511	2812
Bedford 11 Bedford Road	534-9511	2825
Beresford 592 Annette Street	534-9511	2818
Berwick 2180 Yonge Street	534-9511	2837
Broadview 769 Broadview Avenue	534-9511	2819
Casa Loma 278 Dupont Street	534-9511	2842
Coxwell 366 Coxwell Avenue	534-9511	2804
Davisville 1868 Yonge Street	534-9511	2821
Delaware 213 Delaware Avenue	534-9511	2829
Downsview 570 Wilson Avenue	534-9511	2847
Fairholme 160 Fairholme Avenue	534-9511	2845
Finch 24 Hendon Avenue	534-9511	2841
Glenayr 4 Glenayr Road	534-9511	2843
Granby 21 Granby Street	534-9511	2823
Greenwood 137 Strathmore Boulevard	534-9511	2827
Hillcrest 1138 Bathurst Street	534-9511	2809
Indian Grove 147 Indian Grove	534-9511	2830
Islington 9 Islington Avenue North	534-9511	2833
Jane 268 Armadale Avenue	534-9511	2831
Lakeshore 3236 Lakeshore Blvd. West	251-4511	–
Lansdowne 587 Lansdowne Avenue	534-9511	2822
Lawrence 3038 Yonge Street	534-9511	2820
Lippincott 368 Lippincott Street	534-9511	2824
Orde 16 Orde Street	534-9511	2826
Parkhill 1300 Eglinton Avenue West	534-9511	2844
Pleasant 14 Pleasant Boulevard	534-9511	2813
Prince Edward 339 Prince Edward Drive	534-9511	2832
Richmond 35 Richmond Street East	534-9511	2801
Roncesvalles 30 Roncesvalles Avenue	534-9511	2814
Sheppard 2 Sheppard Avenue	534-9511	2839
Sumach 23 Sumach Street	534-9511	2816
Townsley 1840 St. Clair Avenue West	534-9511	2817
Trinity 109-113 Shaw Street	534-9511	2803
Victoria Park 777 Victoria Park Avenue	534-9511	2834
Warden 701 Warden Avenue	534-9511	2828
Weston 1500 Weston Road	244-7124	–
Wilson 570 Wilson Avenue	534-9511	2846
York Mills 1 York Mills Road	534-9511	2838

COLLECTORS' BOOTHS

oor-Danforth Subway

Bathurst - East	2335
hturst - Markham	2338
ay - North	2346
- South	2346
y - Cumberland	2368
onge - East	2363
Broadview	2391
stle Frank	2386
hester	2394
Christie - North	2333
- South	2333
oxwell	2444
Donlands	2440
fferin - North	2326
- South	2326
Dundas West	2255
eenwood	2442
High Park - West	2476
- East	2477
lington 1 and 2	2470
ane 1 and 2	2474
Keele - East	2239
- West	2239
Kennedy	2482
Kipling	2496
nsdowne - North	2325
- South	2325
Lansdowne - Emerson	2258
in 1 and 2	2478
old Mill	2473
Ossington - East	2328
sington - Delaware	2330
Pape	2396
Royal York - West	2471
- East	2472
Runnymede 1 and 2	2475
Sherbourne - North	2381
- South	2381
Spadina - North	2342
- South	2342
ctoria Park 1 and 2	2479
Warden 1 and 2	2480
Woodbine	2449

Yonge Subway

Bloor	2217
College	2215
Davisville	2222
Dundas - East	2213
- West	2214
Eglinton - Yonge	2223
Eglinton - Concourse	2224
Finch - North	2697
- South	2697
King	2209
Lawrence - Bedford Park	2677
Lawrence - East	2676
- West	2676
Queen - Albert	2212
Queen - East	2210
- West	2211
Rosedale	2218
Sheppard - East	2664
- West	2664
- Poyntz Ent.	2663
St. Clair - Pleasant	2220
St. Clair - Upper	2221
Summerhill	2219
Union	2208
Wellesley	2216
York Mills - N. Ent. E.	2685
- N. Ent. W.	2685
- South Ent.	2662

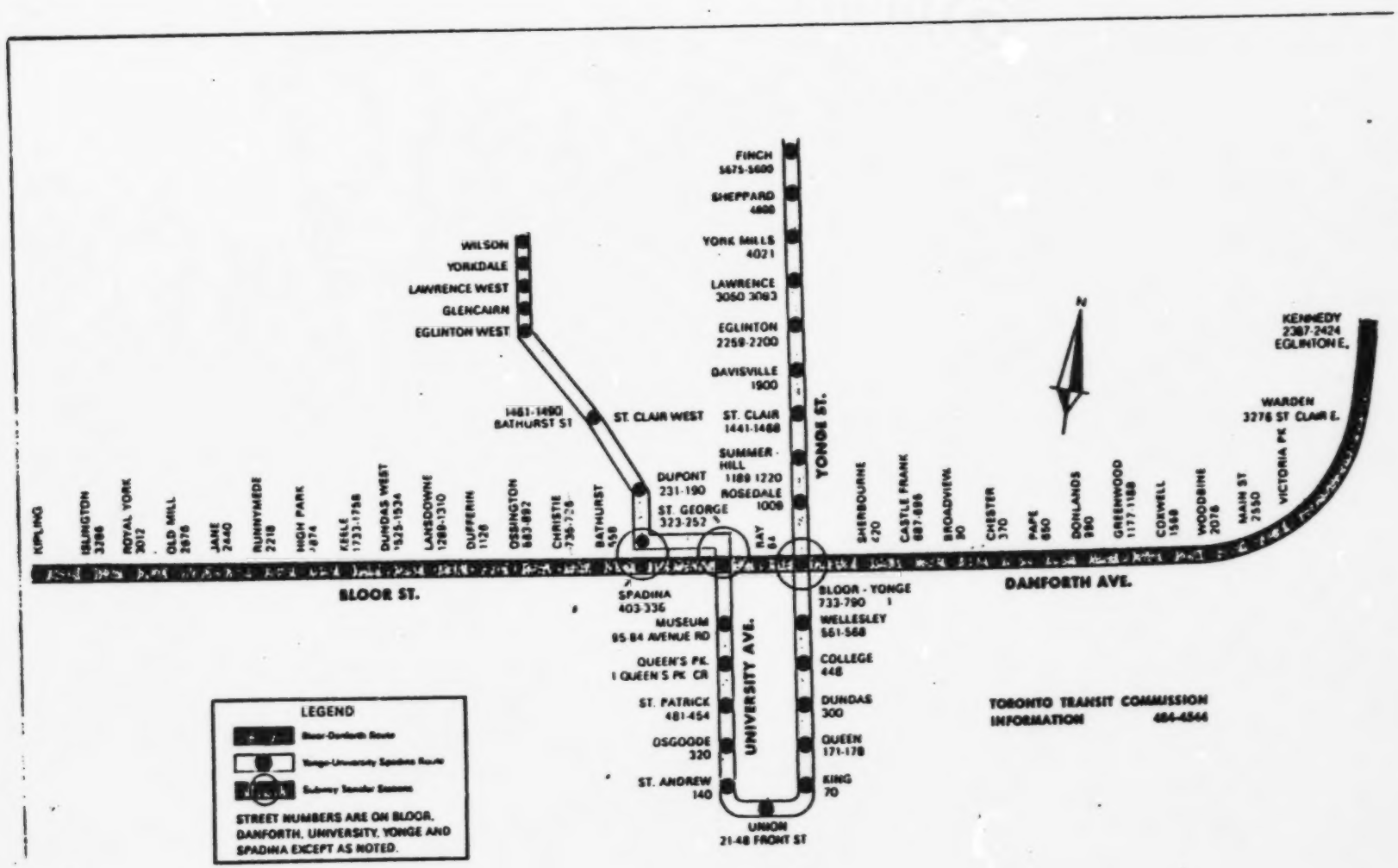
University Subway

Bedford	2409
Museum	2397
Osgoode	2331
Queen's Park	2388
St. Andrew	2431
St. George	2410
St. Patrick	2343

Spadina Subway

Dupont - East	2709
- West	2709
Eglinton - West	2756
Glencairn - North	2721
- South	2722
Lawrence - West	2724
Spadina - N. Mezz.	2702
St. Clair - Transfer Level	2751
- Mezz. Level	2752
Wilson - South	2767
- Auto Ent.	2767
Yorkdale - Ranee Ent.	2730
- Yorkdale Ent.W.	2731
- Yorkdale Ent.E.	2731

ALL TRANSIT CONTROL CENTRE AT 534-9511 Ext. 555. A DISPATCHER WILL RELAY


WILSON
YORKDALE
LAWRENCE WEST
GLENCAIRN
EGLINTON WEST
FINCH
5675-5680
SHEPPARD
4800
YORK MILLS
4021
LAWRENCE
3060 3083
EGLINTON
2259-2200
DAVISVILLE
1900
ST. CLAIR
1441-1468
SUMMER-HILL
1189 1220
ROSEDALE
1008
1461-1480
BATHURST ST
ST. CLAIR WEST
DUPONT
231-190
ST. GEORGE
323-252
YONGE ST.
KENNEDY
2387-2424
EGLINTON E.
WARDEN
3276 ST CLAIR E.
N
KIPLING
ISLINGTON
3386
ROYAL YORK
3012
OLD MILL
2976
JANE
2440
RUNNYMEDE
2218
HIGH PARK
1974
KEELE
1733-1758
DUNDAS WEST
1525-1534
LANSDOWNE
1268-1310
DUFFERIN
1128
OSSINGTON
883-892
CHRISTIE
735-726
BATHURST
550
RAY
84
SHERBOURNE
420
CASTLE FRANK
887-886
BROADVIEW
30
CHESTER
370
PAPE
850
DONLANDS
880
GREENWOOD
1177 1188
CORWELL
1568
WOODBINE
2076
MAIN ST
2550
VICTORIA PK
BLOOR ST.
DANFORTH AVE.
SPADINA
403-336
BLOOR - YONGE
733-790
MUSEUM
95-84 AVENUE RD
WELLESLEY
561-568
QUEEN'S PK.
1 QUEEN'S PK CR
COLLEGE
448
ST. PATRICK
481-454
DUNDAS
300
OSGOODE
320
QUEEN
171-178
ST. ANDREW
140
KING
70
UNIVERSITY AVE.
UNION
21-48 FRONT ST
LEGEND
Bloor-Danforth Route
Yonge-University-Spadina Route
Subway Transfer Stations
STREET NUMBERS ARE ON BLOOR, DANFORTH, UNIVERSITY, YONGE AND SPADINA EXCEPT AS NOTED.
TORONTO TRANSIT COMMISSION
INFORMATION 484-4544

PUBLIC INFORMATION

PUBLIC INFORMATION PLAN

INDEX

	Page
General	1
Responsibilities	1
Bureau Personnel	1
Release of General Information	2
Casualty Lists	2
Communications	2
Diary	2

PUBLIC INFORMATION PLAN

GENERAL

A local disaster would bring into being the establishment of a Metro Public Information Bureau.

The location of the Bureau would be adjacent to the Emergency Operational Control Centre. The Bureau would not service public inquiries but would assist news media representatives, and officials on duty at the emergency in the release of press information.

Routine inquiries at the site of the emergency would be referred by the police and/or security officer on duty to the Public Information Bureau.

RESPONSIBILITIES

Responsibilities of the Bureau may vary according to the nature, location and public concern regarding the emergency. General responsibilities of the Public Relations Officer (PRO) and the Public Information Bureau:

(a) Carry out the information policies relating to the disaster as established through the Emergency Operations Control Group.

(b) Under direction, select the site and establish the Public Information Bureau near the Operational Control Centre.

(c) Release authorized information to news media that has been cleared for policy, fact and security. Such information must be co-ordinated among the participating services and be authenticated at Metropolitan level.

(d) Establish and operate a press briefing area including appropriate maps and situation reports. The press briefing and information room should be a centralized source of official reports on the emergency.

(e) Establish and maintain liaison with press representatives in the disaster area with regard to the operational activity.

(f) Provide communications for news media by land lines with radio back-up, and if available and required, messenger service.

(g) Photographic coverage of the disaster for official Metro purposes.

N.B.(h) **Maintenance of a daily diary of the disaster and the recovery operation.**

BUREAU PERSONNEL

The location of various personnel involved in public information services during a major emergency would be determined by the conditions existing and the civil protective agencies involved. As a basic guide, the following should apply:

(a) **Basic Staff**

Public Relations Officer (PRO)

Communications staff (as required)

Clerical staff (as required)

Metro Chairman's Representative (Executive Assistant)

(b) **Service Information Representatives**

Police PRO

Fire PRO

Health Representative

Social Services Representative

Works Representative

(c) **Attached Special Services** (when involved)

The Armed Forces

The Red Cross

St. John Ambulance

The Salvation Army

Local private welfare agencies

Hydro

Consumers' Gas

T.T.C.

Roads and Traffic Department

Bell Canada.

RELEASE OF GENERAL INFORMATION

The Public Information Bureau will co-ordinate and clear all official Metropolitan Toronto information released to news media. Means of dissemination may be by printed material (hand-outs), press briefings, radio and television as the situation warrants.

It is inevitable that there will be considerable information made public during a natural disaster that is beyond the control of Metropolitan Toronto authorities. However, it is important that the press and the public know immediately the source of official information and the necessity for authentication by a member of the Emergency Operations Control Group.

During a prolonged emergency, involving search and rescue, press briefings by officials in charge should be the main source of public news.

CASUALTY LISTS

In a prolonged disaster situation, the Canadian Red Cross will take over responsibility concerning Registration and Inquiry (R&I) services with respect to casualties in all categories.

Press information services should, under no circumstances, become involved in personal inquiries.

COMMUNICATIONS

Metro land lines and wireless networks must be fully utilized during a declared natural disaster. Should these facilities not meet requirements, commercial communications agencies will be called in to establish whatever service is required and feasible.

A special effort will be made to ensure that the news media representatives covering a disaster have speedy and effective communications. It is through them that vital information can be relayed to the public.

DIARY

A day-to-day diary of events will be the responsibility of the Department PRO. This document is important and must be brief and factual.

PURCHASING AND SUPPLY

NEW COPY AVAILABLE

BEING PRINTED

CITY OF TORONTO
DEPARTMENT OF PURCHASING AND SUPPLY

Douglas G. Judd

Commissioner

CITY OF TORONTO
DEPARTMENT OF PURCHASING AND SUPPLY

INDEX

	Page
Introduction	1
Emergency Phone List	2
Material Supply Warehouses	3
Material Supply Fuel Locations	3
Motorized Equipment	4

CITY OF TORONTO
DEPARTMENT OF PURCHASING AND SUPPLY

INTRODUCTION

The Purchasing and Supply Department is a City of Toronto Department, under the direction of D. G. Judd, and comprises three Divisions: Equipment, Purchasing and Material Supply, together with an Administrative Section.

A. **The Equipment Division** performs inspection, replacements, repairs, and overhaul services for the City of Toronto automotive and construction equipment fleet.

B. **The Purchasing Division** procures material, equipment, and services, after obtaining competitive quotations, for the City of Toronto, the Municipality of Metropolitan Toronto, and their various Boards and Commissions.

   Authority for emergency procurement. Both Metro Toronto and the City of Toronto authorize emergency purchases to be made without obtaining competitive quotations or tenders and the reasons therefore to be reported to the next Executive or Council meeting.

C. **The Material Supply Division** operates a number of supply warehouses covering everyday use material, repair and operational supplies together with certain insurance items.

A more detailed breakdown of Senior Personnel, as well as Warehouse/Fuel and Supply locations is included by Operating Division.

SECTION 1
EMERGENCY PHONE LIST

COMMISSIONER

Douglas G. Judd	Office 4th Floor, West Tower City Hall	367-7311
	Residence 35 Golf Valley Lane Etobicoke M9C 2K2	621-1244

CO-ORDINATOR OF PURCHASING AND SUPPLY SERVICES

J. Darcy Duncan	Office 4th Floor, West Tower City Hall	367-7311
	Residence 145 Fairlawn Avenue Toronto M5M 1S9	487-7906

DIRECTOR OF PURCHASING

Murray C. Enright	Office 4th Floor, West Tower City Hall	367-7311
	Residence 723 Windermere Avenue Toronto M6S 3M2	762-6002

SUPERVISOR OF PURCHASING

Jack W. Helliwell	Office 4th Floor, West Tower City Hall	367-7305
	Residence 75 St. Hubert Avenue Toronto M4J 3Z4	425-5626
George R. Sim	Office 4th Floor, West Tower City Hall	367-7329
	Residence 135 Shropshire Drive Scarborough M1P 1Z3	757-3907

DIRECTOR OF EQUIPMENT

Don P. Boarder	Office 843 Eastern Avenue Toronto	367-7791
	Residence 8 Godstone Road Apt. 804, Willowdale M2J 3C4	492-9946

GENERAL SUPERVISOR OF MATERIAL SUPPLY

Pat H. Phillips

Office
843 Eastern Avenue
Toronto — 367-7301

Residence
25 Warlingham Court
Etobicoke M9C 3K2 — 622-0386

SECTION II
MATERIAL SUPPLY WAREHOUSES

Warehouse Name	Hours of Operation	Types of Items Stocked
Brant Supply 60 Brant Street	7:15 a.m. to 3:45 p.m. Monday to Friday	Various Castings, Water Works Supplies, Plumbing Supplies, Hardware, Garden Tools, Medical-First Aid & Health Supply, Tradesmen Tools
River Supply 149 River Street	7:30 a.m. to 4:00 p.m. Monday to Friday	Safety Clothing, Paints, Turpentines, Varsol, Rubber Footwear, Safety Hats, Electrical Supplies, Lumber, Nails, Hardware, Plumbing, Steamfitting, Roofing, Sheetmetal, Glass, Metals, Coveralls, Overalls, Special Clothings
Walpole Supply Yard – 66 Walpole Avenue & Weston Supply Yard 383 Old Weston Road	7:15 a.m. to 3:45 p.m. Monday to Friday	Bulk Sand, Gravel, Stone, Cement and allied items, Lumber, Castings i.e. Catch Basins, Manhole Traps, Cross Traps, etc., various Sewer Pipes

SECTION III
MATERIAL SUPPLY FUEL LOCATIONS

Location	Open Hours	Fuel Available	
		Gas	Diesel
EAST			
Central Garage, 843 Eastern Avenue Tel. 367-7636	7:45 - 12 Midnight (Bell) Monday to Friday	Yes	Yes
30 St. Lawrence Tel. 367-7780	24 hours daily	Yes	Yes
Walpole Supply Yard, 66 Walpole Avenue Tel. 466-2058	7:00 - 4:00 Monday to Friday	Yes	No

Location	Open Hours	Fuel Available	
		Gas	Diesel
WEST:			
1116 King Street W. Tel. 367-7682	24 hours daily	Yes	Yes
150 Symes Road Tel. 762-1533	7:00 - 3:30 Monday to Friday	Yes	No
High Park Tel. 767-2251	7:00 - 3:30 Monday to Friday	Yes	No
NORTH:			
1008 Yonge Street Tel. 367-7325	24 hours daily	Yes	Yes
271 Merton Street Tel. 488-0334	7:00 - 3:30 Monday to Friday	Yes	No
UNLEADED GAS:			
843 Eastern Avenue Tel. 367-7636	7:45 - 12:00 Midnight	Yes	
260 Adelaide Street Tel. 364-2090	24 hours daily (Unleaded)	Yes	No

MOTORIZED EQUIPMENT 367-7791

(A) EQUIPMENT DIVISION

(i) **Function:**

The Equipment Division performs inspection, replacements, repairs, and overhaul services for the City of Toronto automotive and construction equipment fleet.

(ii) **Locations:**

Address	Mechanical Staff
843 Eastern Avenue 367-7791 **Hours of Work** 8:30 a.m.- 4:30 p.m. 7:00 a.m.- 3:30 p.m. 3:30 p.m.-12 Midnight 11:30 p.m.-8:00 a.m.	Yes
1116 King Street 533-2253 7:00 a.m.- 3:30 p.m. 10:30 p.m.-7:00 a.m.	Yes
150 Symes Road 762-1533 7:00 a.m.- 3:30 p.m. 10:30 p.m.-7:00 a.m.	Yes
30 St. Lawrence St. 367-7780 7:00 a.m.- 3:30 p.m.	Yes
1008 Yonge Street 367-7325 7:00 a.m.- 3:30 p.m. 10:30 p.m.-7:00 a.m.	Yes

(iii) **Equipment Types:**

All City of Toronto Equipment is assigned to City Departments but the Equipment Division Personnel has computerized listings showing the Using Department and the "Home Base" location of the Equipment.

Partial Listing:

Cars	Belt Loaders
Station Wagons	Front End Loaders
Pick-Ups	Plows
Jeeps	Generators
Vans	Pumps
Dump Trucks	Chain Saws
Aerial Towers	Horticultural Equipment
Refuse Packers	Water Flushers
Vac All	Compressors
Salt Spreaders	Street Sweepers

(iv) **Emergency Personnel**

Name/Address	(Home) Telephone
Director of Equipment	
D. P. Boarder	
8 Godstone Road, Apt. 804	
Willowdale, Ontario M2J 3L4	492-9946
Chief Equipment Supervisor	
W. A. Bailey	
6 Balfour Avenue	
Toronto, Ontario M4C 1T5	699-3306
Assistant Chief Equipment Supervisor	
M. J. Dinneen	
14 Calumet Crescent	
Scarborough, Ontario	438-0563
Operations Supervisor	
Mr. R. W. Barnes	
265 Main Street, Apt. 1112C	
Toronto, Ontario	691-7948
Mr. G. Bakkalian	
11 Harrington Crescent	
Willowdale, Ontario	223-1282
24-HOUR NUMBER	**367-7676**

SOURCES OF SUPPLIES

(B) PURCHASING DIVISION CITY HALL 367-7311

(i) **Function:**

The Purchasing Division procures material, equipment and services, after obtaining competitive quotations, for the City of Toronto, the Municipality of Metropolitan Toronto and their various Boards and Commissions.

Authority for emergency procurement. Both Metro Toronto and the City of Toronto authorize emergency purchases to be made without obtaining competitive quotations or tenders and the reasons therefore to be reported to the next Executive or Council meeting.

(ii) **Emergency Personnel:**

Name/Address	(Home) Telephone
Director of Purchasing	
M. C. Enright	
723 Windermere Avenue	
Toronto, Ontario M6S 3M2	762-6002
Supervisor of Purchasing	
G. R. Sim	
135 Shropshire Drive	
Scarborough M1P 1Z3	757-3907
J. W. Helliwell	
75 St. Hubert Avenue	
Toronto, Ontario	425-5626
Assistant Supervisor	
J. Wilson	
56 Golfhaven Drive	
Scarborough, Ontario	439-3674
Specification Engineer	
B. O'Rourke	
948 Ribston Road	
Mississauga, Ontario	279-0745

WAREHOUSED SUPPLIES

C) MATERIAL SUPPLY

i) Function:

The Material Supply Division operates a number of supply warehouses covering everyday use material, repair and operational supplies together with certain insurance items.

ii) Locations:

A) SUPPLIES

60 Brant Street, Toronto Contact: R. F. Strong Res. 677-8961	Various Castings, Water Works Supplies, Plumbing Supplies, Hardware, Garden Tools, Medical First Aid & Health Supply, Tradesmen Tools	7:15 a.m. to 3:45 p.m. Monday to Friday
149 River Street, Toronto Contact: P. C. Cosgrave Res. 248-0677	Safety Clothing, Paints, Turpentines, Varsol, Rubber Footwear, Safety Hats, Electrical Supplies, Lumber, Nails, Hardware, Plumbing, Steamfitting, Roofing, Sheetmetal, Glass, Metals, Coveralls, Special Clothings	7:30 a.m. to 4:00 p.m. Monday to Friday
66 Wallpole Ave., Toronto & 383 Old Weston Road Contact: H. W. Phillips Res. 622-0386	Bulk Sand, Gravel, Stone, Cement and allied items, Lumber, Castings i.e. Catch Basins, Manhole Traps, Cross Traps, etc. various Sewer Pipes	7:00 a.m. to 4:00 p.m. Monday to Friday

B) FUELS

	FUEL AVAILABLE			
	Leaded	Unleaded	Diesel	
EAST				
843 Eastern Ave. 367-7636	Yes	Yes	Yes	7:45 a.m.-12 Midnight
30 St. Lawrence 367-7780	Yes	No	Yes	24 Hours Daily
66 Walpole Ave.	Yes	No	No	7:00 a.m. to 4:00 p.m. Monday to Friday

B) FUELS

	FUEL AVAILABLE			
	Leaded	Unleaded	Diesel	
WEST				
1116 King St. W. 367-7682	Yes	No	Yes	24 Hours Daily
150 Symes Road 762-2251	Yes	No	No	7:00 a.m.-3:30 p.m. Monday to Friday
High Park 767-2251	Yes	No	No	7:00 a.m.-3:30 p.m. Monday to Friday
NORTH				
1008 Yonge St. 367-7325	Yes	No	Yes	24 Hours Daily
271 Merton Street 488-0334	Yes	No	No	7:00 a.m.-3:30 p.m. Monday to Friday

iii) Emergency Phone List:

	Home Address	Home Phone Numbe
General Supervisor of Material Supply H. W. Phillips	25 Warlingham Court, Etobicoke, Ontario	622-0386
Supervisor of Material Control J. D. O'Connor	77 Ranstone Gardens, Scarborough	757-0265
Supervisor of Material Supply		
P. Cosgrave	5 Birchleaf Crescent, Weston, Ontario	248-0677
J. H. Thomas	6 Brendwin Road	762-4284
R. F. T. Strong	3608 Dunrankin Dr., Malton, Ontario	677-8961

APPENDICES

EMERGENCY AID — DAMAGE ASSESSMENT

METRO TORONTO INSURANCE EMERGENCY ACTION PLAN

EMERGENCY AID — DAMAGE ASSESSMENT

METRO TORONTO INSURANCE EMERGENCY ACTION PLAN

INSURANCE EMERGENCY DEFINED

Any potential injury or potential damage situation having any ONE of the following characteristics:

- injuries or death affecting 300 or more casualties; OR
- major or minor damage to the property of 500 people or more.

COMMUNICATIONS

To ACTIVATE Insurance Emergency Action Plan –

(A) Phone: 268-8141 or (B) Phone: 252-5215

state purpose of call AND give brief details to operator.

To COMMUNICATE in ESTABLISHED EMERGENCY

(C) Phone: 362-2031 Insurance Bureau of Canada
Claims Division 181 University Avenue, Toronto.
(University at Adelaide)

or if (C) is in area affected

(D) Phone: 252-5215 Insurance Crime Prevention Bureaux
ask for Emergency Control 365 Evans Avenue, Q.E. Way at Kipling Ave.

PROCEDURE

Not more than three insurance representatives will attend at Disaster Field Headquarters as soon as possible to obtain preliminary data as to the nature and extent of the situation pending permission to visit the disaster area to make a more detailed assessment.

Data gained will be reported back to Communications (C) or (D) for assessment as to whether an Insurance Emergency exists. If it does, all insurance interests likely to be involved will be advised.

OBJECTIVE

The fastest possible response to the needs of the affected policyholders by mobilizing insurance resources while the disaster is still in progress.